



Fire Safety Configuration User Manual

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Access / Start Up MIS

- Double click onto the Pharos icon



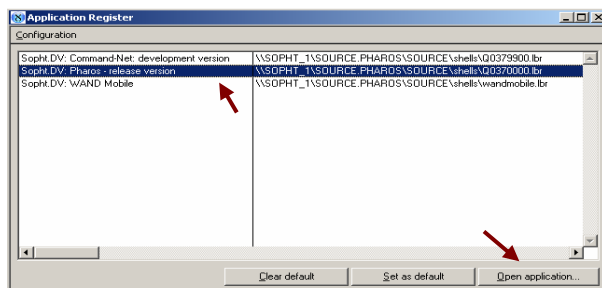
You may get a Database Logon box appear - if so –

This box is the log in box for Sophtlogic technicians.

- Click the Cancel button –

A 'Database logon' dialog box with fields for Username, Password, Address (sopht_4), External (oracle), and Version (oracle7). There is a 'Remember' checkbox and 'OK' and 'Cancel' buttons. A red arrow points to the 'Cancel' button.

The Application Register window will open



The Application Register sometimes gives you more than one option to choose from, if this is the case

- Click onto the Pharos option
- Click onto the Open Application button

- Enter your Username
- Enter your Password
- Click onto the Servers arrow
- Click onto a Station

If you only work at the one Brigade, then this option should be defaulted to your brigade.

- Click onto the Login button

A 'New connection' dialog box for 'Dumfries and Galloway Fire and Rescue Service'. It has fields for 'User name' (masked with dots), 'Password' (masked with dots), and 'Servers' (a dropdown menu showing 'Dumfries and Galloway Fire and Rescue Test'). There is a 'Login As SYSDBA' checkbox. At the bottom, there are 'Login' and 'Cancel' buttons. Red arrows point to the 'User name' field, the 'Servers' dropdown, and the 'Login' button.

Depending on your Privileges

You may get a Select Office box appear – if so:

- Select an Office
- Click OK

The Global Navigator window will appear on your screen

A 'Select Office' dialog box with a list of offices. The list includes 'Absence Monitoring', 'Fire Reports', 'Fire Safety', 'HFFRA', 'HR Support', 'Information Technology', 'Macc', 'Operational Planning', 'Personnel', 'Rota's & Availability', 'Safety Training Centre', 'Stores and Purchasing', and 'Training'. 'Fire Safety' is selected. At the bottom, there are 'OK' and 'Cancel' buttons.

Access Fire Safety Module

Global Navigator

The Global Navigator is the main menu of the system, providing access to each module. A user will only be able to access parts of the system that they have privileges for.

The Global Navigator can be accessed at any time by

- Pressing Ctrl & G on your keyboard at the same time



or by going to:

- Navigation
- Global Navigator

- Enter a Module into the Menu Toolbar

On the Global Navigator menu

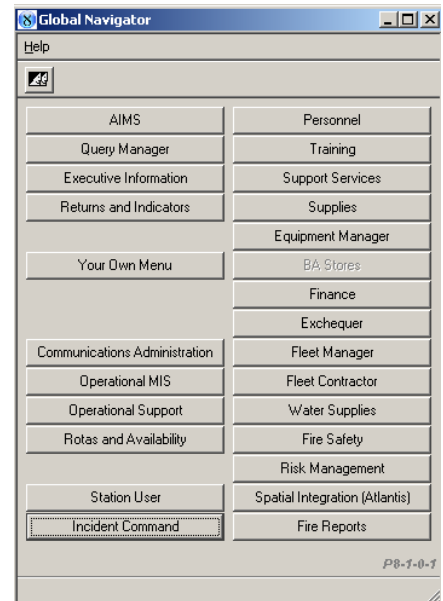
- Click onto one of the Fire Safety button



The corresponding module will appear in the toolbar: As shown



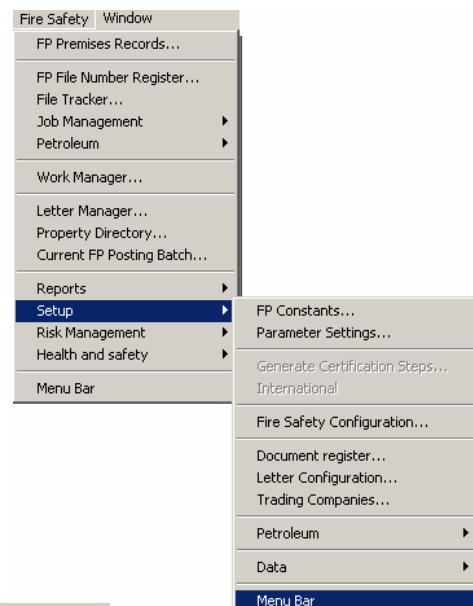
This gives the user (you) a shortcut access to the sub-menus under that module



Adding Shortcuts to the Menu Toolbar

Depending on your privileges, you may be able to add shortcuts to your menu bar.

- Click the left mouse button onto 'Fire Safety'
- Move your mouse down to 'Setup'
- Move your mouse to the right
- Move down and left click onto the 'Menu Bar'



You have now added 'Setup' to your menu bar.

File Edit Navigation SOPHT.net Fire Safety Setup Window

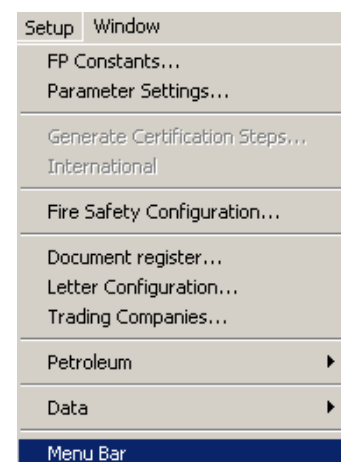
This now gives you shortcut access to anything within 'Setup'

Remove a Module from the Menu Toolbar

- Left click onto the module you want to remove from the menu toolbar
- Move your mouse down the list of options
- Left click onto the Menu Bar

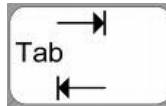
The menu bar is at the bottom of majority of the drop down menus

Follow the same procedure as shown above to close any modules or sub-menus



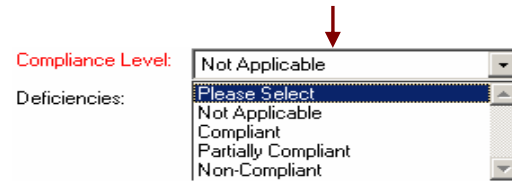
TIPS – moving around the form:

When entering data into the system:



Use the Tab key on your keyboard to jump from box to box

Alternatively, use the Scroll arrows to scroll up / down the form



another way to scroll around your a drop down list...

- Click inside the box
- Use the arrow keys on your keyboard to move up and down the list

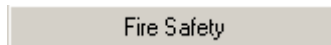


Introduction

The SOPHTLOGIC Fire Safety system is a fully featured module for the support and maintenance of activities and records associated with both Legislative and Community Fire Safety.

Fire Safety Configuration

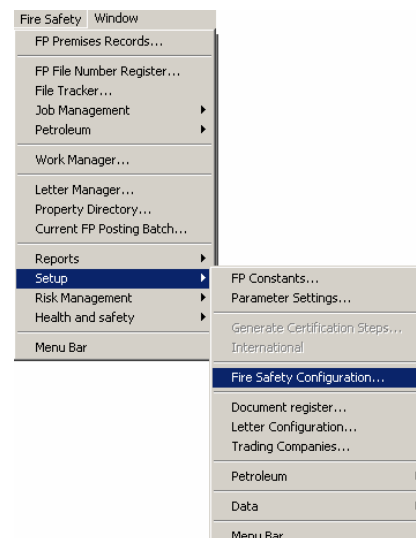
- On the Global Navigator Menu
- Click onto the Fire Safety / Fire Prevention Button



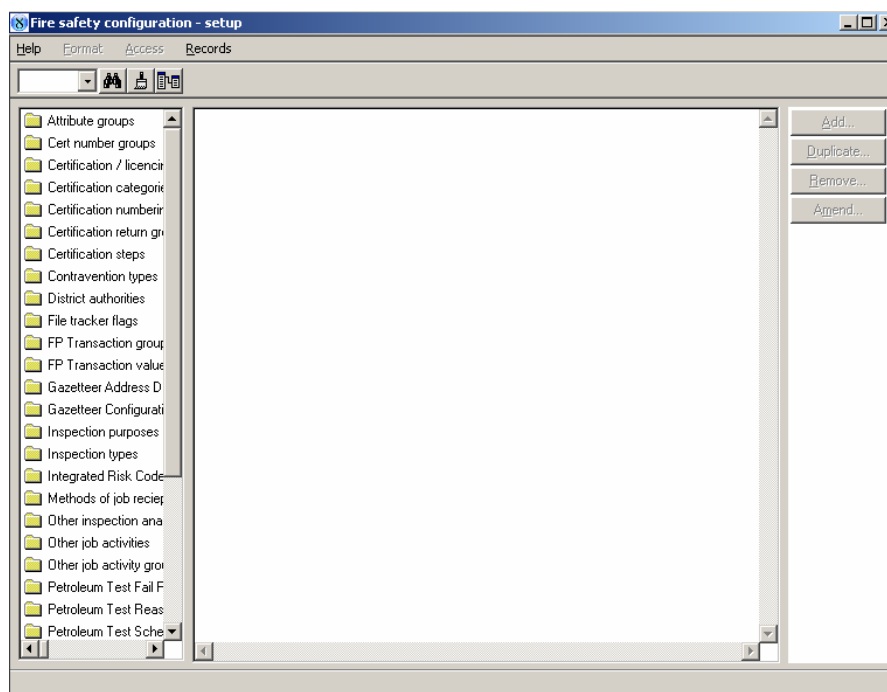
The Fire Safety button will now appear in the toolbar at the top of your screen



- Click onto Fire Safety
- Scroll down to Setup
- Click onto Fire Safety Configuration



Fire Safety Configuration window will appear



As you can see there are many folders on the left hand side of the window

Lets go through the relevent folders

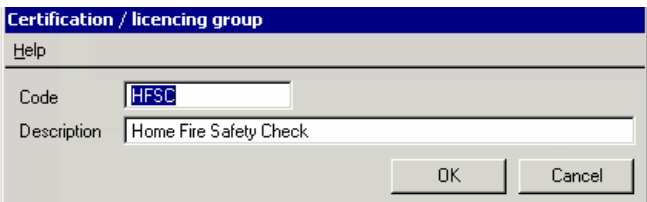
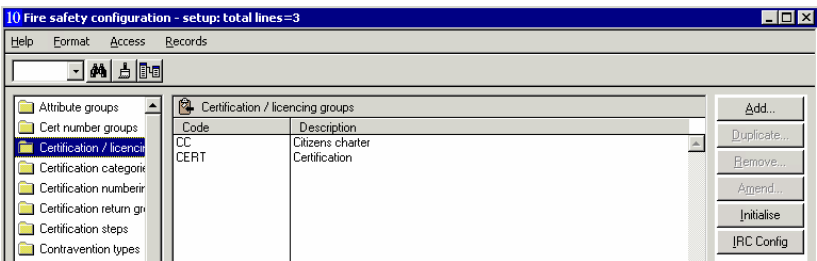
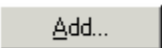
Certification/Licensing Group

- Click onto the 'Certification/Licensing Group' folder

Any information that has been previously entered will appear in this window.

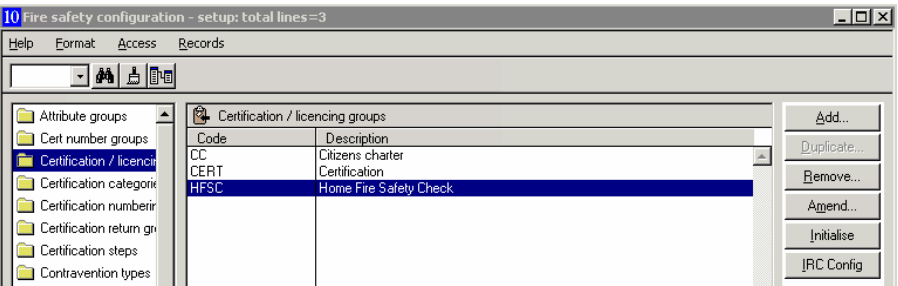
To enter a 'Certification/Licensing Group'

- Click onto the Add button



The 'Certification/Licensing Group' window will appear

- Enter a code
- Enter a Description of the Code
- Click onto the OK button



As you can see the 'Certification/Licensing Group' you have entered is now in the list

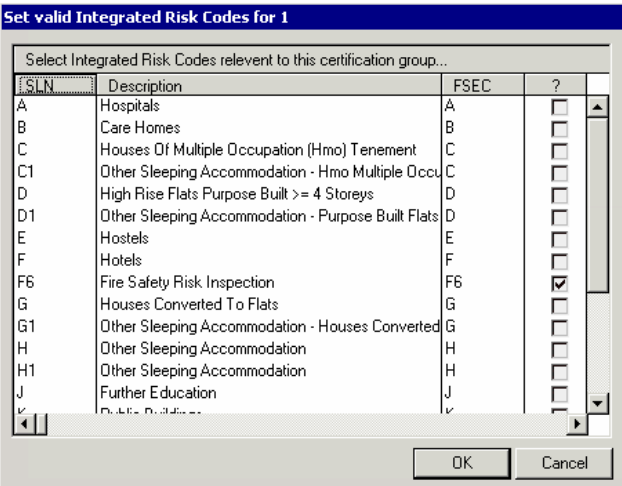
To assign a FSEC Code

- Click onto the IRC Config button



The Integrated Risk Code window will appear

- Tick into the relevant FSEC box
- Click onto the OK button





The 'Certification/Licensing Group' you have just entered will appear in Certificate Steps 'Applies To Which Groups' box.

Applies To Which Groups:

<input type="checkbox"/>	Citizens charter
<input type="checkbox"/>	Certification
<input checked="" type="checkbox"/>	Home Fire Safety Check

Certification Category

- Click onto the Certification Category folder
- Click onto the Add button

Add...

10 Fire safety configuration - setup: total lines=2

Help Format Access Records

Attribute groups

- Cert number groups
- Certification / licensing
- Certification categories**
- Certification number
- Certification return

Code	Description

Add... Duplicate... Remove... Amend...

The 'Certification Category' window will appear

Certification categories

Code: HFSC

Description: Home Fire Safety Check

Cancel OK

- Enter a Code
- Enter a Description of the Code
- Click onto the OK button

As you can see the 'Certification Category' you have entered is now in the list

10 Fire safety configuration - setup: total lines=2

Help Format Access Records

Attribute groups

- Cert number groups
- Certification / licensing
- Certification categories**
- Certification number
- Certification return

Code	Description
HFSC	Home Fire Safety Check

Add... Duplicate... Remove... Amend...



The 'Certification Category' you have just entered will appear in Certificate Steps 'Category' drop down list

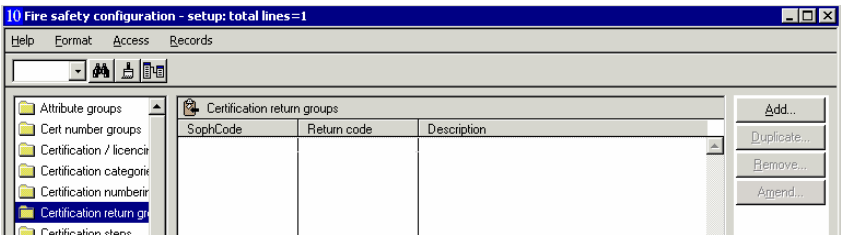
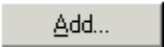
Category: Home Fire Safety Check

Increments: None

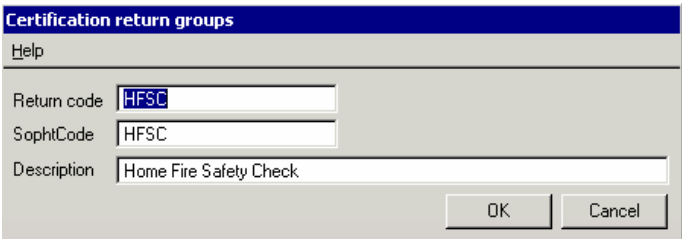
Attributes: Home Fire Safety Check

Certification Return Groups

- Click onto the 'Certification Return Groups' folder
- Click onto the Add button

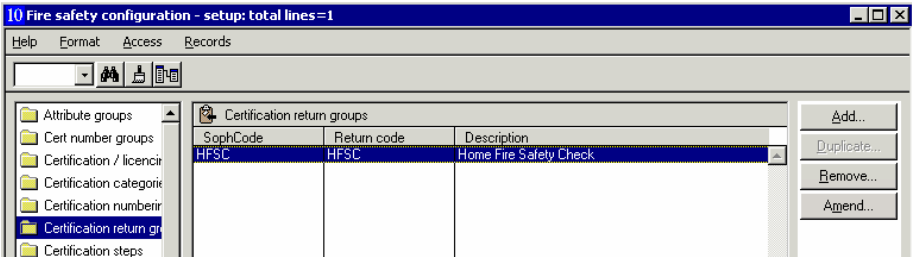


The 'Certification Return Groups' window will appear



- Enter a Code
- Enter a Description of the Code
- Click onto the OK button

As you can see the 'Certification Return Groups' you have entered is now in the list

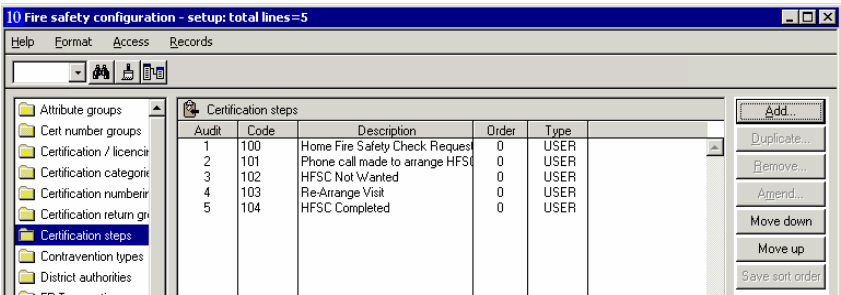
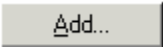


The 'Certification Return Groups' you have just entered will appear in Certificate Steps 'Affects Return Groups' box.

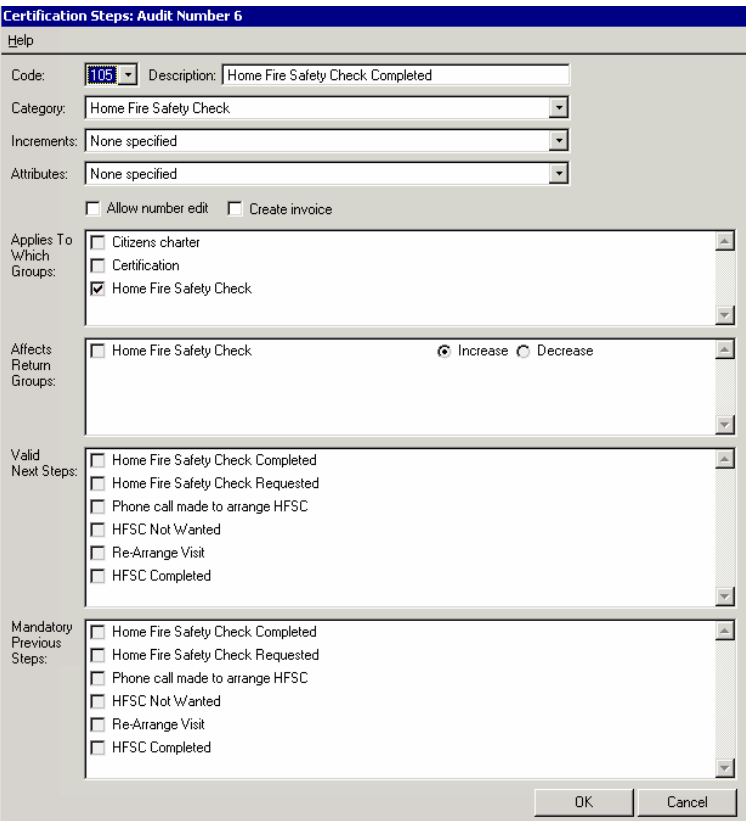


Certification Steps

- Click onto the Certification Steps folder
- Click onto the Add button



The Certification Steps window will appear



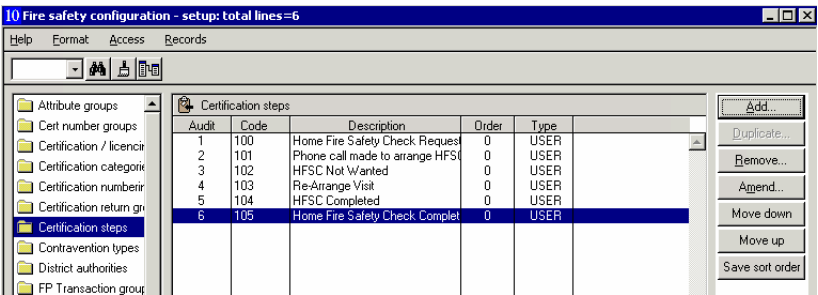
As you can see the folders you have just set up are all within this window

- Enter a Description
- Choose a Category

Within the Applies to Which Groups

- Click into the Home Fire Safety Check box
- Click onto the OK button

As you can see the entry you have just created has now been entered at the bottom of the list within the Certificate Steps window





The 'Certification Step' you have just entered will appear in FP Premises Record Card - Home Fire Safety Check Sub Menu – Add – Choose Next Step.

Home Fire Safety Check

Help

Current Step: 101 Description: Phone call made to arrange HFSC

Date:

☐ Process letters?

Choose Next Step:

- Home Fire Safety Check Requested
- Phone call made to arrange HFSC
- HFSC Not Wanted
- Re-Arrange Visit
- HFSC Completed
- Home Fire Safety Check Completed



The 'Certification Step' you have just entered will also appear in Fire Safety Configuration – Attribute Groups – Progression.

Set valid Integrated Risk Codes for

Select progress stages relevant to this attribute group...

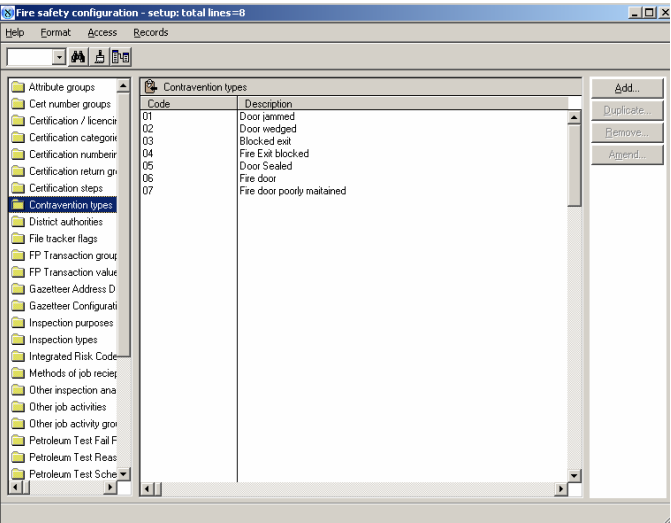
Type	Description	
100	Home Fire Safety Check Requested	<input type="checkbox"/>
101	Phone call made to arrange HFSC	<input type="checkbox"/>
102	HFSC Not Wanted	<input type="checkbox"/>
103	Re-Arrange Visit	<input type="checkbox"/>
104	HFSC Completed	<input type="checkbox"/>
105	Home Fire Safety Check Completed	<input checked="" type="checkbox"/>

OK Cancel

Contravention Types

The Contravention Types enable the recovery of user definable Contraventions.

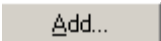
Within the Fire Safety Configuration window



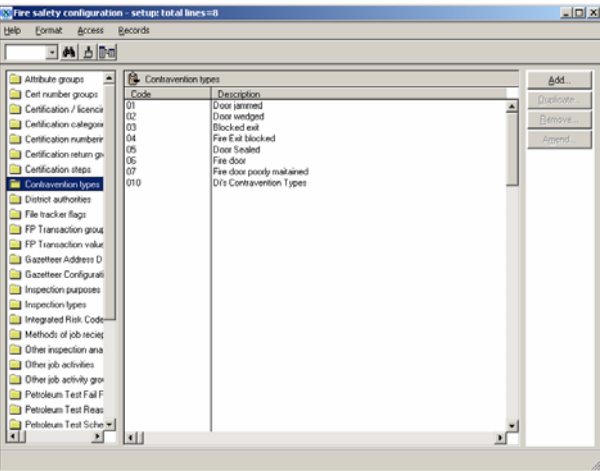
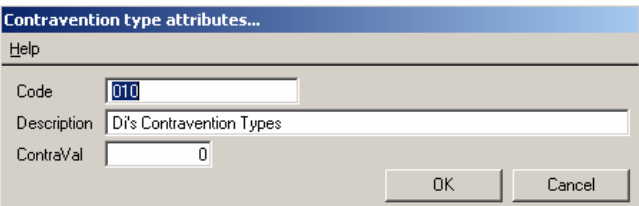
- Click onto Contravention Types folder

All entries that have been previously entered will appear in the Contravention Types window

- Click onto the Add button



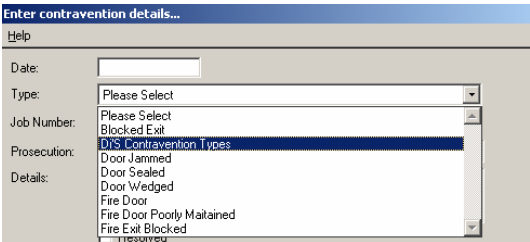
- Enter a Code
- Enter a Description of the Code
- Enter a ContraVal - Points value
- Click onto the OK button



As you can see the entry you have just entered is now at the bottom of the Contravention Types list



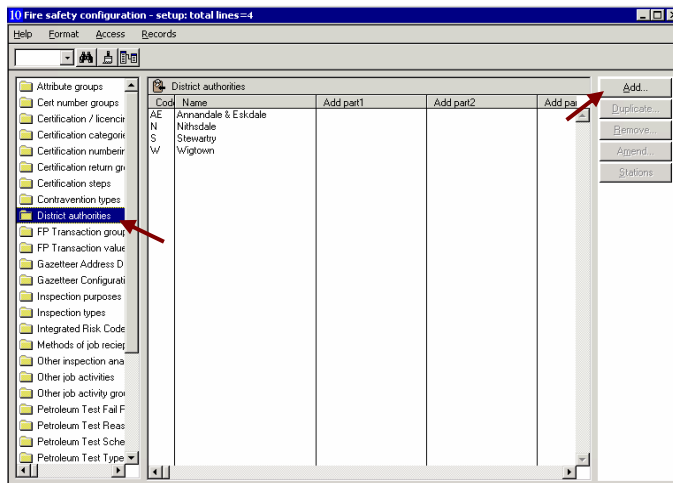
To see where the Contravention Types will be displayed - Go to FP Premises Card - Contravention sub menu – Click on Add button – Click onto the Type arrow.



District Authorities

The District Authorities a County could be covered by several District Authorities which can cover multiple Stations. District Authorities entered will populate the District Field of the premises insert window based on the station selected.

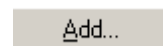
Within the Fire Safety Configuration window



- Click onto District Authorities folder

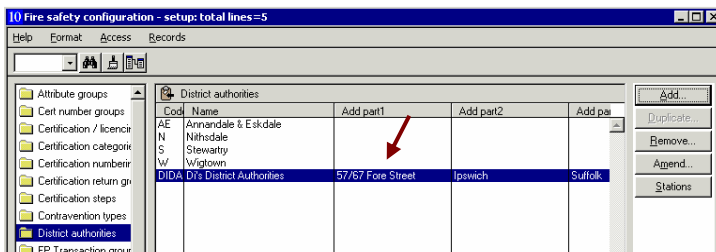
All entries that have been previously entered will appear in the District Authorities window

- Click onto the Add button



- Enter a Code
- Enter a Description of the Code in the Name box
- Enter the Planning Officer
- Enter the Address, Post code, Tel & Fax number
- STD Code is usually the telephone area code i.e. 01473
- Click onto the OK button

Code:	DIDA
Name:	D's District Authorities
Planning officer:	Diane McGovern
Address:	57/67 Fore Street
	Ipswich
	Suffolk
Post code:	IP4 1JL
STD code:	01473
Telephone:	522224
Fax:	
Last number:	
<div>OK Cancel</div>	



As you can see the entry you have just entered is now at the bottom of the District Authorities list.



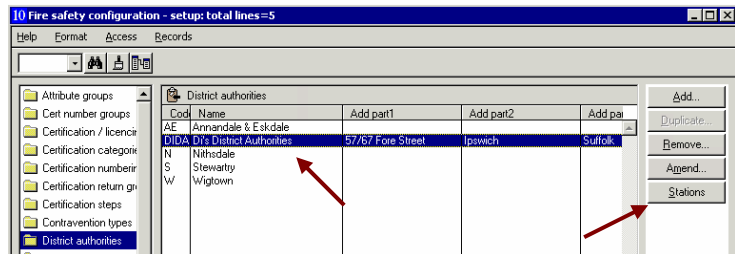
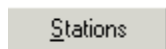
To see where the District Authorities will be displayed, Go to FP Premises Card click onto the Station button , associate th District with the appropriate Station(s).

Setting up Brigades and Organisations

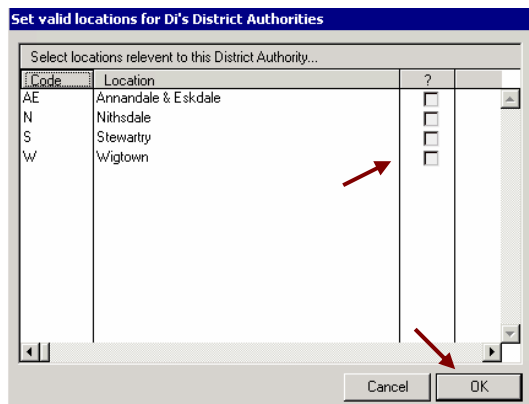
Within this section you can set up the Locations of the Fire Brigades within your District; i.e. addresses, telephone numbers etc. You will also learn how to set up the Organisations list; which displays the area(s) the Brigades(s) are in.

Let's start by

- Click onto the District
- Click onto the Stations Button

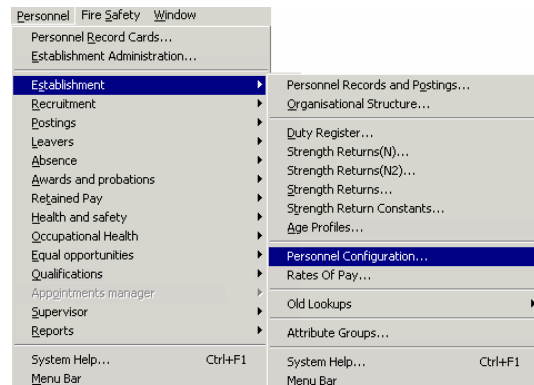


The Valid Locations window will appear



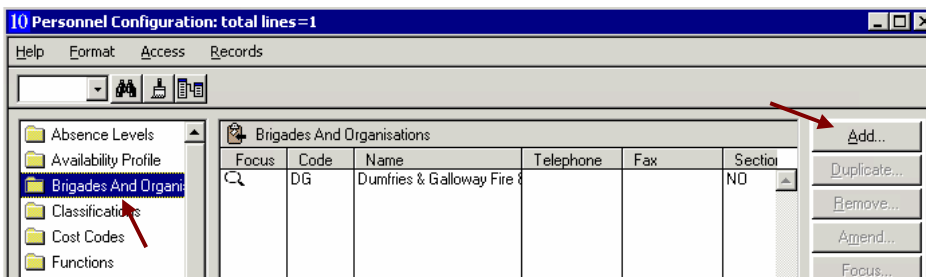
Within here you need to tick on the Station(s) that are in the District you are setting up

If the Station(s) is not in this window....



- Go to the Global Navigator
- Click onto the Personnel button
- Click onto Establishment
- Click onto Personnel Configuration

The Personnel Configuration window will appear



- Click onto the Brigades And Organisations Folder

Any Brigades that have been previously entered will appear within this window.

To add more Brigade HQ's

- Click onto the Add button

Add...

- Enter the Name of the Brigade Headquarters
- Enter the Code for the Brigade
- Enter the Address
- Enter The post Code
- Enter Telephone Number

Tick 'Section 2 and 12 agreement Exists' boxes if this Brigade has agreed to 'Attend Incidents Over the Boarder', when called out.

Brigades and organisations

Please enter the relevant details for this brigade:

Name: Df's Brigades and Organisations HQ

Brigade code: Df'SB&O

Address: Enter the address of the Brigades HQ

Post code: DG1 2DZ

Telephone:

Facsimile:

Telex:

☒ Section 2 agreement exists

☒ Section 12 agreement exists

Cancel OK

10 Personnel Configuration: total lines=2

Help Format Access Records

Brigades And Organisations

Focus	Code	Name	Telephone	Fax	Section
DG	Df'SB&O	Dumfries & Galloway Fire & Rescue Service			NO
		Df's Brigades and Organisations			YES

Add... Duplicate... Remove... Amend... Focus...

As you can see the entry you have now been entered in the Brigades and Organisation folder.



The entry you entered is in the Brigades and Organisations' folder is now assessable in the 'Organisations' box in the 'Locations' folder.

Locations

Please enter the relevant details for this location:

Code: Df'SB&O EstabCode:

Name: Df's Station

Address:

Division: D

Telephone:

Pay location code:

Organisation: Dumfries & Galloway Fire & Rescue Service

Type: Retained

Retained

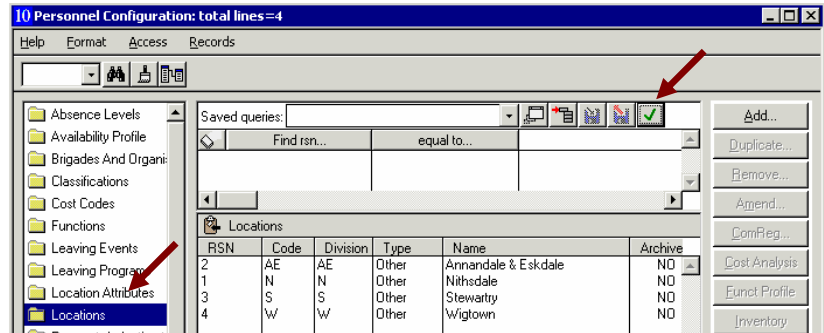
Setting up Locations

Once you have setup your District and Brigades and Organisation you need to attach the Stations within that District.

- Click onto the Locations Folder

The Locations window will be blank

- Click onto the Green Tick icon



Any Stations that have been previously entered will appear within this window.

To add more Stations

- Click onto the Add button

Add...

- Enter a Code & Estab Code
- Enter the Name of the Location
- Enter the Brigade Address
- Choose a Type
- Enter a Division
- Enter a Telephone Number
- Choose an Organisation

This is what you entered in the Brigade & Organisation Folder

Please enter the relevant details for this location:

Code: DI STA EstabCode: W

Name: Di's Station

Address: Enter Station Address

Division: 1

Telephone: 01473 522225

Pay location code:

Fax:

Sort number:

Finance code:

Availability code: DI STA

Availability class:

Effective from:

Effective to:

Notes:

Type: Retained

Organisation: Dumfries & Galloway Fire & Rescue Service
Di's Brigades and Organisations HQ

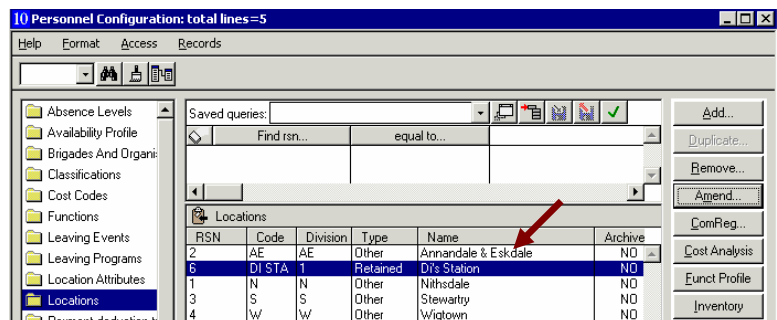
OK Cancel

- Enter a Availability Code

This allows you to see the Availability for that station, within the Availability window

- Click onto OK

As you can see 'Di's Station' is now been entered into the Locations window within the Locations folder



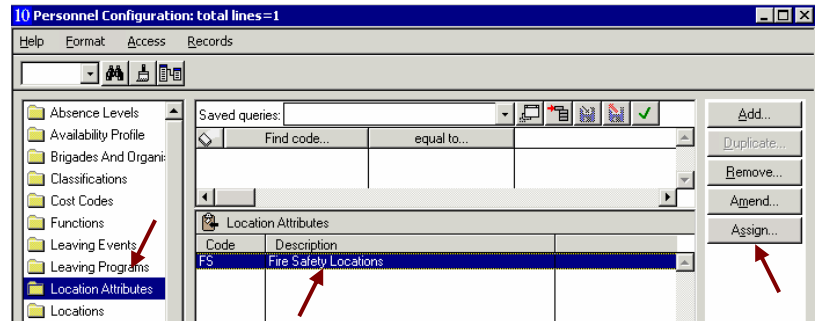
Linking Location to Attributes

When you are setting up or adding a Location (Brigade), you need to set up the Location Attributes first.

- Click onto the Location Attributes Folder

Within the Location Attributes window there may be some options to choose from.

- Click onto the Location Attribute

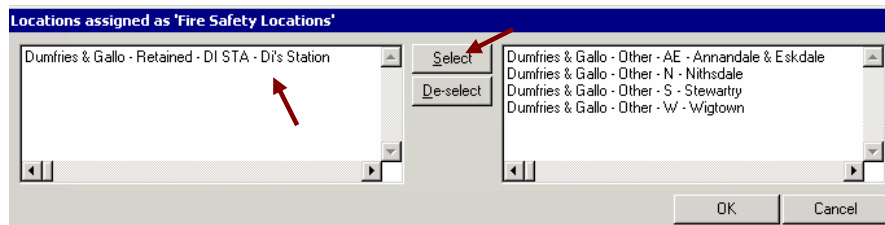


You now need to Assign a Location to the 'Fire Safety Locations'

- Click onto the Assign button



The Location assign window will appear

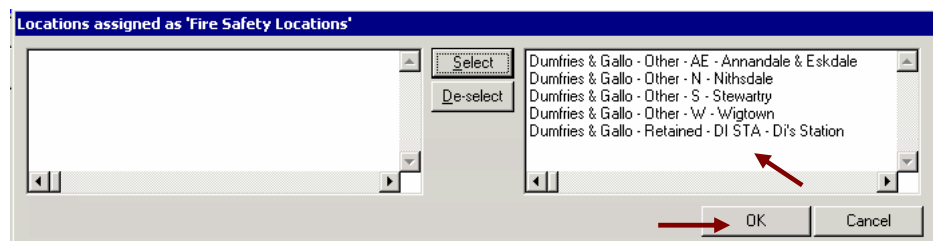


Here you can assign as many Stations to that District

- Click onto the Station
- Click onto the Select button



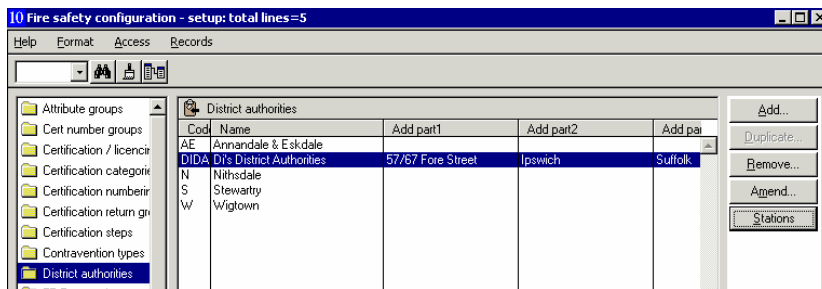
As you can see, the Station has now appeared into the window on the left.



Once you have finished selecting the Stations

- Click the OK button

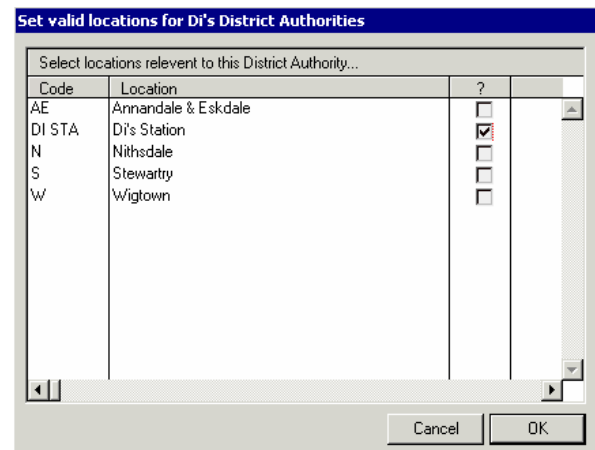
Let's go back to the Fire Safety Configuration Window



- Click onto District Authorities
- Click onto one of the Districts
- Click onto Stations

As you can see the Station I entered in Locations is now in the Valid Stations window

- Click onto the Station
- Click the OK button



Gazetteer Address Data

The gazetteer is a central database of addresses for keeping addresses standardised. It can be used to look up addresses within each sub system, e.g. Fire Safety, Water, Personnel etc.

NLPG – National Land and Property Gazetteer

OSNI – Ordnance Survey from N. Ireland

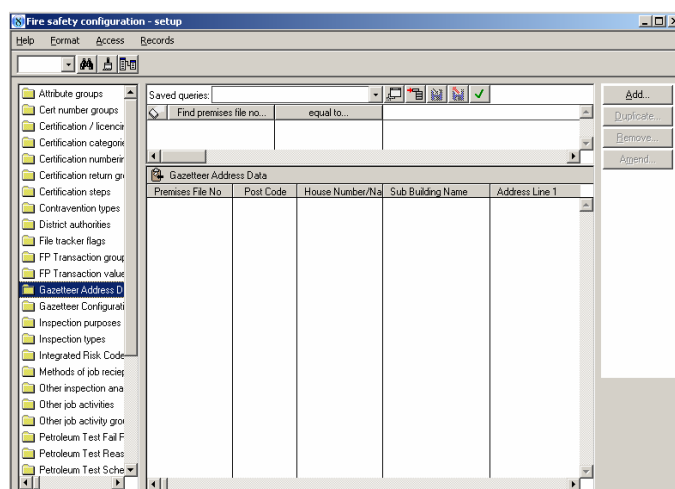
UPRN – Unique Property Reference Number

The brigades would like the functionality to link to the comma separated NLPG with lookups. This is done through Atlantis but not all brigades are live with this as yet.

Atlantis allows you to attach other types of data to the address to build up a profile in the manner of a premises record card. The views of the profile are then configured to display only the required data depending on the group looking at it.

There is an address cleansing function for the gazetteer which attaches the UPRN number to the address.

In order to provide gazetteer data for a brigade, it is necessary to acquire the gazetteer database, import the data and then cleanse it.



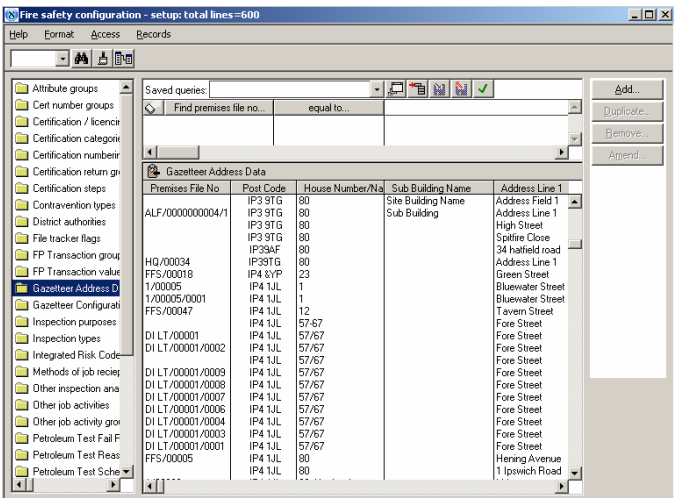
The Gazetteer Address Data are Addresses that have been entered when jobs have been set up for inspections

Within the Fire Safety Configuration window

- Click onto Gazetteer Address Data folder
- Click onto the Green Tick icon



All entries that have been previously entered will appear in the Gazetteer Address Data window.



As you can see the addresses of the Inspections that were set up by FP Premises Record Card, Inspection & Visits sub option are all now in the Gazetteer.

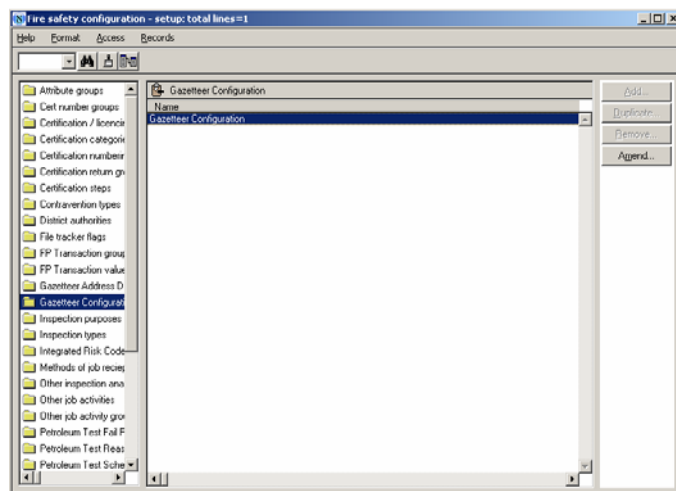


I wouldn't recommend you set up the addresses up this way but to go through FP Premises Record Card, Inspection & Visits Sub Option.

Gazetteer Configuration

The Gazetteer Configuration is set up to enable the fields to be set as non-mandatory / mandatory in the segmented address window.

Within the Fire Safety Configuration window



This section is set up by Sophtlogic Engineers

- Click onto Gazetteer Configuration folder
- Click onto the Amend button

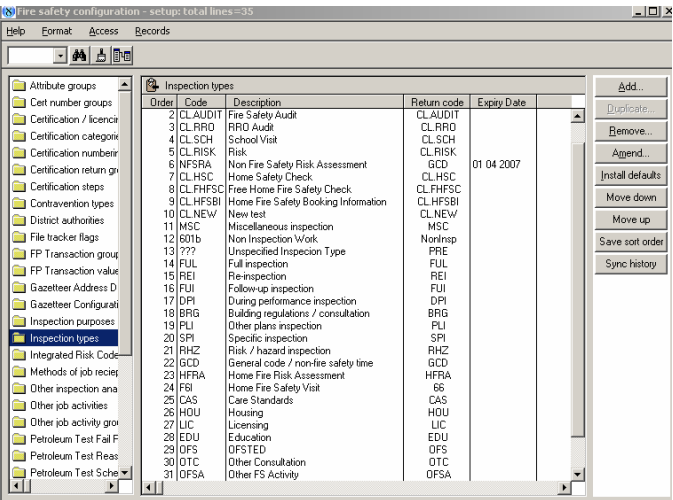


To see where the Gazateer Configuration will be displayed in the segmented address window within Insert an Premeses Record Card

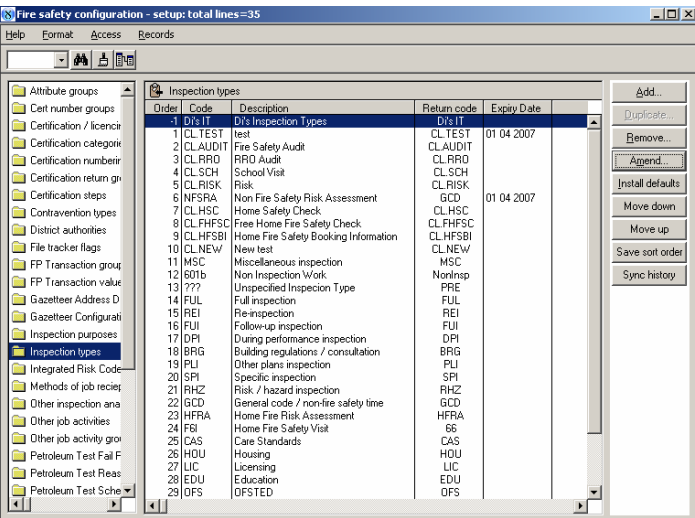
PAGE: 24

Inspection Types

Within the Fire Safety Configuration window



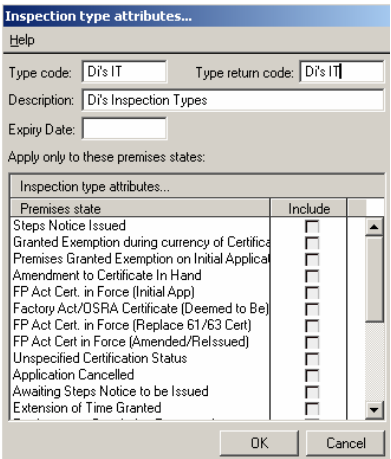
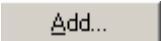
- Enter a Type Code
- Type Return Code (usually the same as Type Code)
- Enter a Description of the Code
- Enter a Expiry Date – if needed
- Tick the box(s) you want this Inspection Type to include
- Click onto the OK button



- Click onto Inspection Types folder

All entries that have been previously entered will appear in the Inspection Types window.

- Click onto the Add button



As you can see the entry you have just entered is now at the top of the Inspection Types list.

- Now go to Integrated Risk Code folder
- Click onto the SLN (FSEC) code
- Click onto Amend

Enter the Details

Help

SLN: FSEC:

Description:

Expiry Date:

Inspection type profile: ☐ Life risk

Integrated Risk Codes	Permitted?
Inspection type	
Free Home Fire Safety Check	<input checked="" type="checkbox"/>
test	<input checked="" type="checkbox"/>
Care Standards	<input checked="" type="checkbox"/>
Housing	<input checked="" type="checkbox"/>
Licensing	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
OFSTED	<input checked="" type="checkbox"/>
Other Consultation	<input checked="" type="checkbox"/>
Other FS Activity	<input checked="" type="checkbox"/>
Self Assessment	<input checked="" type="checkbox"/>
Other Explosive Activity	<input checked="" type="checkbox"/>
Firework Regulations 2004	<input checked="" type="checkbox"/>
Di's Inspection Types	<input checked="" type="checkbox"/>

OK Cancel

Fire safety configuration - setup: total hours=100

File Edit View Records

SLN	Description	FSEC	Expiry Date
E29C	Licensed Explosives Store	E29	10/03/2007
E29D	Other Explosives Work	E29	10/03/2007
E2901	Revolving Station	N	
E	Hotels	E	
F01	Publicly Events	F1	
F02	Fire Safety Talks - Home	F2	
F05	F1 Quizzes	F5	
F6	Community Fire Safety Property	F6	
F07	Fire Investigation	F7	
F01A	Attendance At Display/Exhibition	F1	
F01B	Hot Spot & Leaflet Campaign	F1	
F03A	F1 Talk - School Key Stage1	F3A	
F03B	F1 Talk - School Key Stage2	F3B	
F03C	F1 Talk - School Key Stage3/4	F3C	
F4A	F1 Talk - General	F4A	
F4B	F1 Talk - Training/Instruction	F4B	
F	Hotels	F	
G01B	Non Inspection Work	G	10/03/2007
G	Houses Converted To Flats	G	
H	Other Sleeping Accommodation	H	
J	Further Education	J	
K	Public Buildings	K	
L	Licensed Premises	L	
M	Schools	M	
N	Shops	N	
P	Other Premises Open To The Public	P	
R	Factories And Warehouses	R	
S	Offices	S	
T	Other Workplaces	T	
WAND	Wand Premise	WAND	10/03/2007

Buttons: Add, Remove, Amend, Assign, Where

- Click onto the Inspection Type Permitted
- Click onto the OK button

Inspections and visits

Help

File:

Started: Finish date:

Allocate to:

Inspection type: ☒ 01 Di's Inspection Types

☐ 03 Fire Safety Audit

☐ 04 RRO Audit

☐ 05 School Visit

☐ 06 Risk

☐ 08 Home Safety Check

☐ 09 Free Home Fire Safety Check

☐ 101 Fire Safety Audit

Results... Delete results Follow up...

Inspection notes:

The Inspection Type will appear in the Inspection Type window within the Inspections and Visits window

To see where else the Inspection Types will be displayed



Go to Inspection Purposes folder – Click on Amend – Di's Inspection Types will be in the Select Inspection Type list.

Inspection purposes

File Edit View

Please enter the relevant details for this inspection purpose:

Description:

Select inspection type

Code	Inspection type
CL TEST	test
CL AUDIT	Fire Safety Audit
CL RRO	RRO Audit
CL SCH	School Visit
CL RISK	Risk
NPSRA	Non Fire Safety Risk Assessment
CL HSC	Home Safety Check
CL FHFSC	Free Home Fire Safety Check

Code OK Cancel



Go to Integrated Risk Codes folder – Click on Amend – Di's Inspection types will be in the Integrated Risk Codes list.

Enter the Details

Help

SLN: FSEC:

Description:

Expiry Date:

Inspection type profile: ☐ Life risk

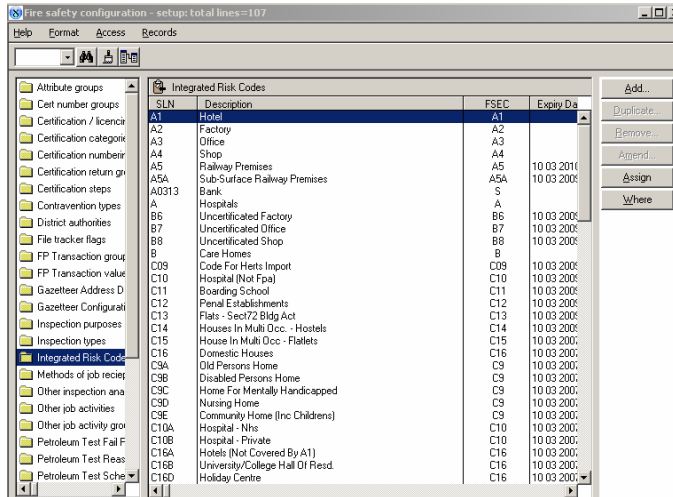
Integrated Risk Codes	Permitted?
Inspection type	
Free Home Fire Safety Check	<input checked="" type="checkbox"/>
test	<input checked="" type="checkbox"/>
Care Standards	<input checked="" type="checkbox"/>
Housing	<input checked="" type="checkbox"/>
Licensing	<input checked="" type="checkbox"/>
Education	<input checked="" type="checkbox"/>
OFSTED	<input checked="" type="checkbox"/>
Other Consultation	<input checked="" type="checkbox"/>
Other FS Activity	<input checked="" type="checkbox"/>
Self Assessment	<input checked="" type="checkbox"/>
Other Explosive Activity	<input checked="" type="checkbox"/>
Firework Regulations 2004	<input checked="" type="checkbox"/>
Di's Inspection Types	<input checked="" type="checkbox"/>

OK Cancel

Integrated Risk Codes

The Integrated Risk Code is used for coding types of businesses – SLN – FSEC codes

Within the Fire Safety Configuration window



- Click onto Integrated Risk Codes folder

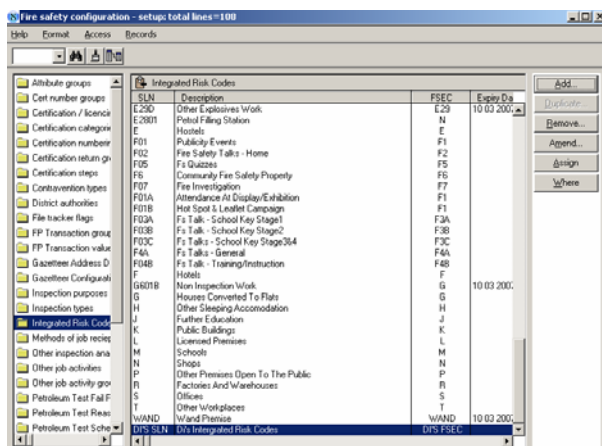
All entries that have been previously entered will appear in the Integrated Risk Codes window

- Click onto the Add button



- Enter a SLN Code – provides ability for more detailed breakdown of the FSEC code
- Enter a FSEC Code – will be supplied by DCLG
- Enter a Description of the Code
- Select a Inspection Risk Code
- Click onto the OK button

The 'Enter the Details' dialog box is shown. It has fields for 'SLN:' (containing 'D1'S SLN'), 'FSEC:' (containing 'D1'S FSEC'), and 'Description:' (containing 'D1's Integrated Risk Codes'). There is an 'Expiry Date:' field and a checkbox for 'Life risk'. Below these is a table titled 'Integrated Risk Codes' with columns 'Inspection type' and 'Permitted?'. The table lists various inspection types like 'Full inspection', 'Unspecified Inspection Type', 'Re-inspection', etc. At the bottom are 'OK' and 'Cancel' buttons.



As you can see the entry you have just entered is now at the bottom of the Integrated Risk Codes list

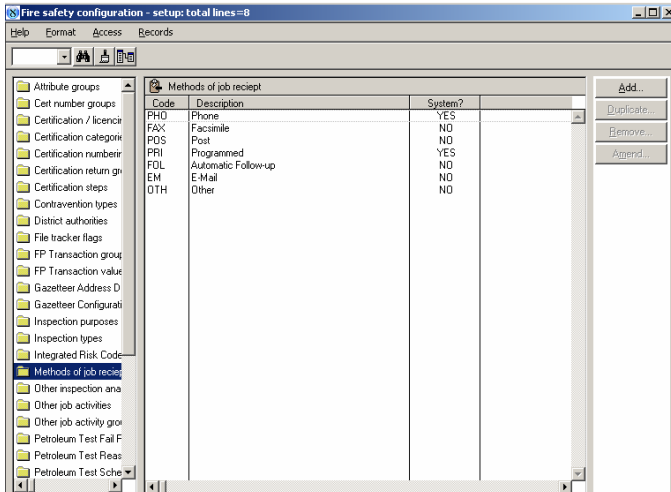


To see where the Integrated Risk Codes (SLN & FSEC) will be displayed on Premises Record Card Referenced in Reports, Inspections etc.

Method of Job Receipt

Method of Job Receipt enables the recordings of how details of a job were received.

Within the Fire Safety Configuration window



- Click onto Method of Job Receipt folder

All entries that have been previously entered will appear in the Method of Job Receipt window

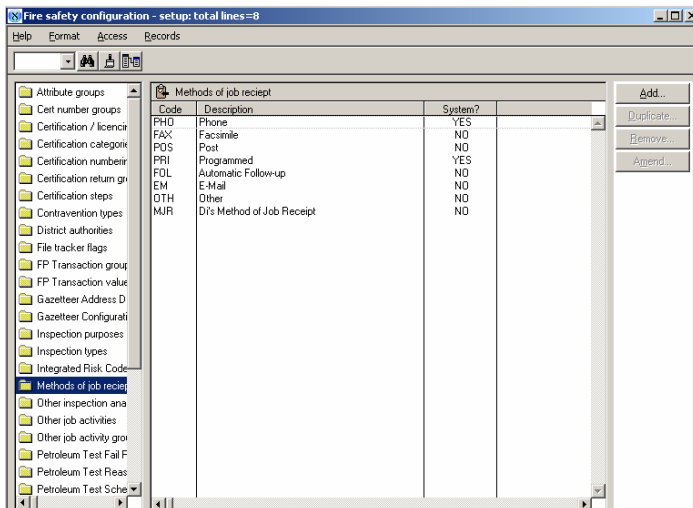
- Click onto the Add button



- Enter a Code
- Enter a Description of the Code
- Click onto the OK button

The 'Enter receipt method...' dialog box has the following fields and options:

- Receive method code: ☐ System only
- Receive method description:
- ☐ Bring forward reason
- ☒ Method of receipt
- Buttons: Cancel, OK



As you can see the entry you have just entered is now at the bottom of the Method of Job Receipt list



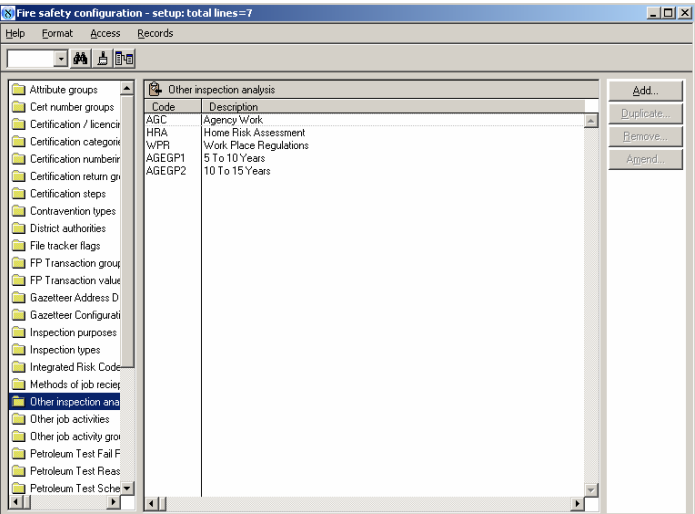
To see where the Method of Job Receipt will be displayed in Inspection & Visits – Job Received By field and Follow Up Inspection box.

A dropdown menu showing the list of receipt methods. The 'Di's Method of Job Receipt' entry is highlighted. The list includes: E-Mail, E-Mail, Facsimile, Automatic Follow-up, Di's Method of Job Receipt, and Other.

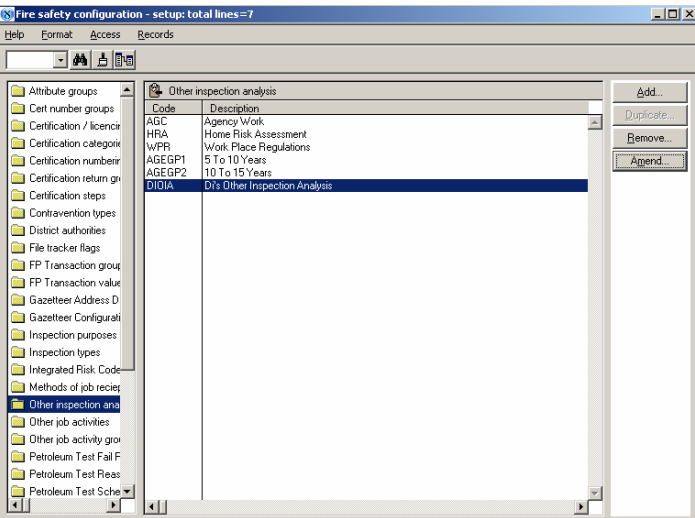
Other Inspection Analysis

Other Inspection Analysis is a further breakdown of Inspection Types

Within the Fire Safety Configuration window



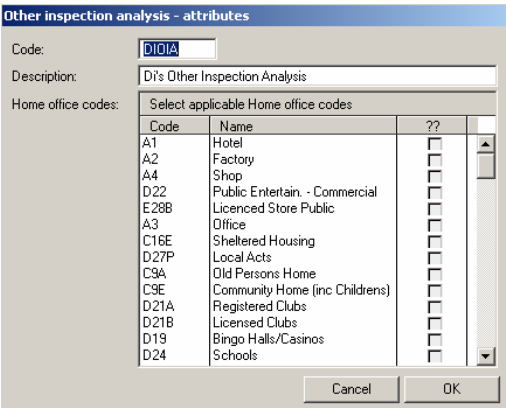
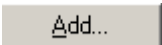
- Enter a Code
- Enter a description of the Code
- Click onto the OK button



- Click onto Other Inspection Analysis folder

All entries that have been previously entered will appear in the Other Inspection Analysis window

- Click onto the Add button



As you can see the entry you have just entered is now at the bottom of the Other Inspection Analysis list.

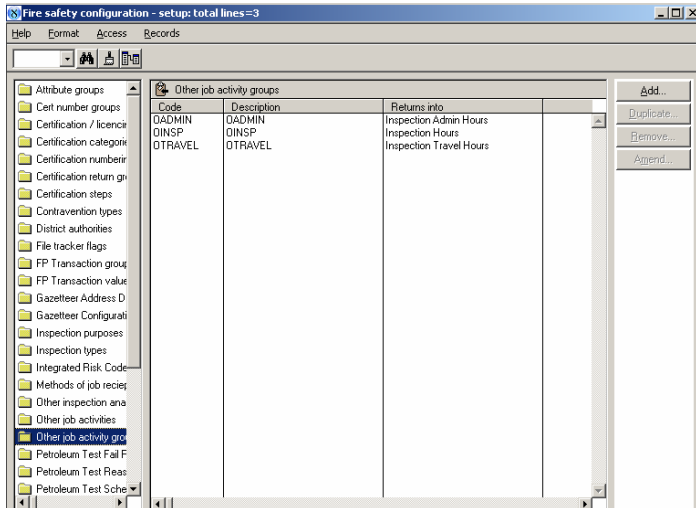


To see where the Other Inspection Analysis will be displayed in the updated Inspections & Visits – Additional Information Inserts Checkboxes

Other Job Activity Groups

Other Job Activity Groups are the Groups for the Other Job Activities

Within the Fire Safety Configuration window



- Click onto Job Activity Groups folder

All entries that have been previously entered will appear in the Job Activity Groups window

- Click onto the Add button



- Enter a Group Code
- Enter a Name - Description of the Code
- Select one of the Options

These options determine whether the times entered against the Job Activity associated to this Group are updated

The 'Activity group, attributes' dialog box is shown. It has a 'Group code' field with 'DI'SQJAG' and a 'Name' field with 'DI's Other Job Activity Group'. Below these are five radio button options: 'N/a', 'Returns into IRMP Returns Inspection Hours', 'Returns into Inspection Hours' (which is selected), 'Returns into Inspection Admin Hours', and 'Returns into Inspection Travel Hours'. At the bottom right are 'OK' and 'Cancel' buttons.

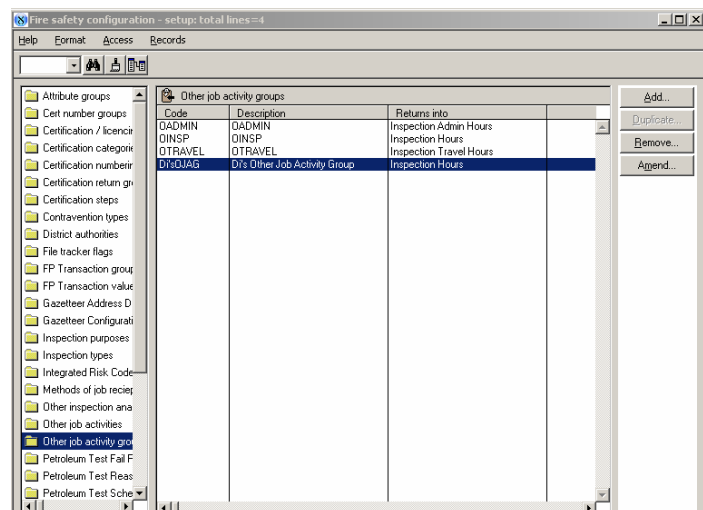
e.g. Inspection Hours field in the Job window
Inspection, Travel, Admin ...

Are to be returned to the IRMP returns

- Click onto the OK button

As you can see the entry you have just entered is now at the bottom of the Job Activity Groups list

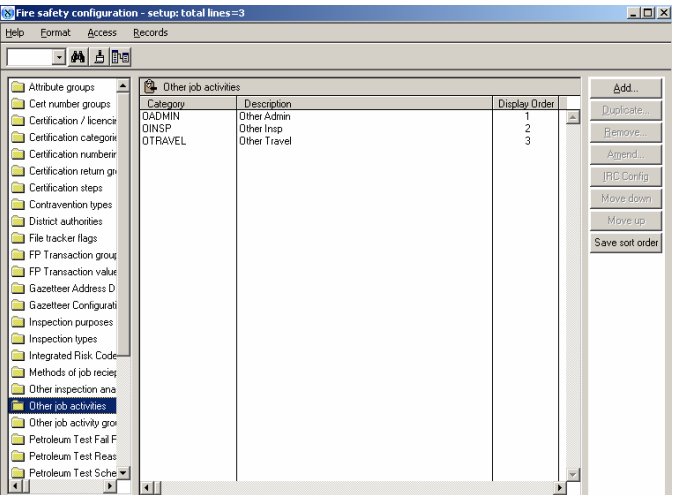
The 'Category - attributes' dialog box is shown. It has a 'Code' field with 'DI'S QJA', a 'Description' field with 'DI's Other Job Activities', and a dropdown menu showing 'DI's Other Job Activity Group'. At the bottom left, there are 'Type' radio buttons for 'Time' (selected) and 'Value'. At the bottom right are 'OK' and 'Cancel' buttons.



Other Job Activities

Other Job Activities enables the recording of additional time e.g. planning time or number of leaflets sent out, phone calls made etc. The time can be occurred to the Officers Inspection hours.

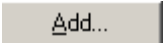
Within the Fire Safety Configuration window



- Click onto Other Job Activities folder

All entries that have been previously entered will appear in the Other Job Activities window

- Click onto the Add button

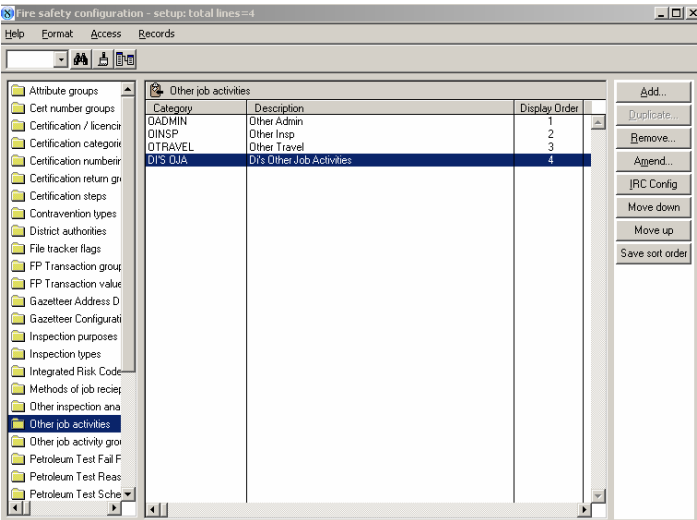


- Enter a Code
- Enter a Description of the Code

Time = Records Hours and Minutes

Value = Records Number

- Click onto the OK button



As you can see the entry you have just entered is now at the bottom of the Other Job Activities list



To see where the Other Job Activities will be displayed – Inspection & Visits – Start New Job - Other job Activity

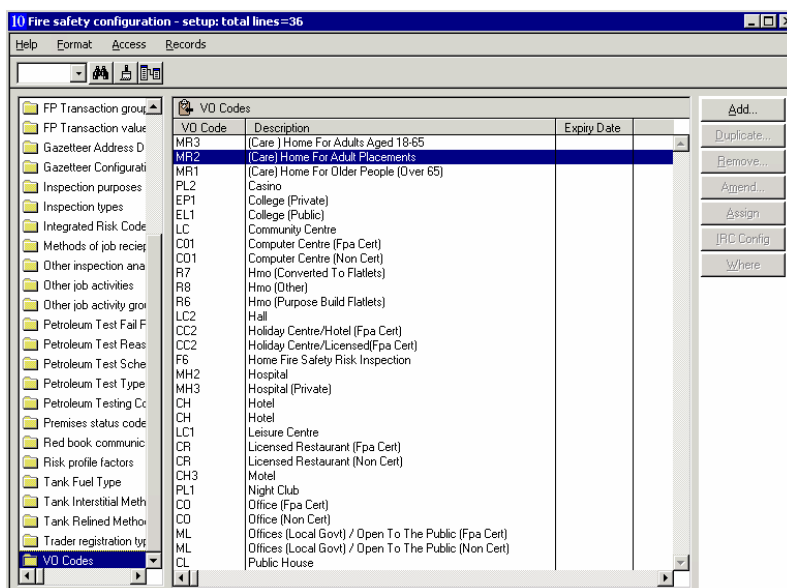
VO Codes

VO Codes (Valuation Office) further breakdown of the FSEC Code. For example - You are Inspecting a 'Sports Centre', within the 'Sports Centre' there are 'Tennis Courts', 'Swimming Pool', and 'Gym' etc. Now under the 'Old' 'Home Office Codes' all of these facilities would all come under 'Sports Centre'.

Today – those codes have been broken down...

'FSEC' (SLN) is the code for the '**Sports Centre**' but within that, Sports Centre there could be 10 different **VO** codes under one roof. There's now a 'VO' code for 'Swimming', 'VO' code for 'Tennis Courts', and 'VO' code for the 'Gym' and so-on.

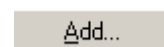
Within the Fire Safety Configuration window



- Click onto VO Codes folder

All entries that have been previously entered will appear in the VO Codes window

- Click onto the Add button



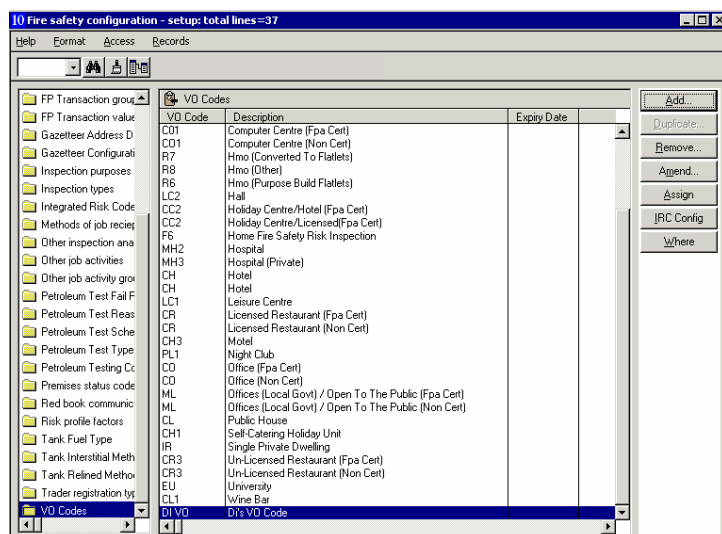
- Enter a VO Code
- Enter a Description of the VO Code

If this VO Code is no longer needed

- Enter a Expiry Date

Usually this is left blank

- Click onto the OK button



As you can see the entry you have just entered is now at the bottom of the **VO Codes** list

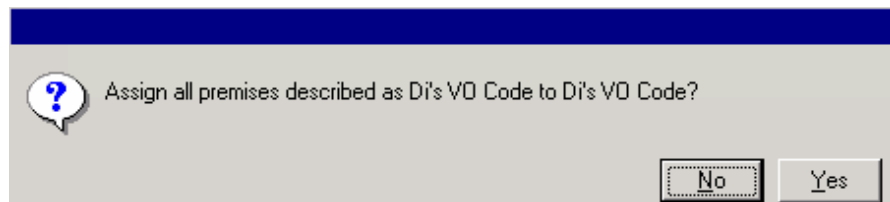
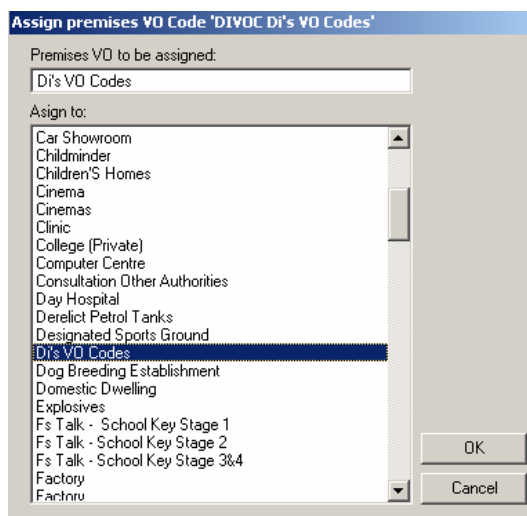
To assign the Premises VO Code

- Click onto the Assign button



Assign Premises window will appear

- Assign the VO Code
- Click onto the OK button



You may get a dialog box pop up asking you if you want to 'Assign all premises described as DI's VO Code to DI's VO Code'.

- Click onto the Yes button

To Link the Premises VO Code to a valid Integrated Risk Code that is relevant to the VO Code

- Click onto the IRC Config button



Integrated Risk Code window will appear

- Select the codes that are relevant to the VO Code
- Click onto the OK button

Set valid Integrated Risk Codes for Di's VO Code

Select Integrated Risk Codes relevant to this VO Code...

SLN	Description	FSEC	?	
F	Hotels	F	<input checked="" type="checkbox"/>	
F6	Fire Safety Risk Inspection	F6	<input checked="" type="checkbox"/>	
G	Houses Converted To Flats	G	<input type="checkbox"/>	
G1	Other Sleeping Accommodation - Houses Converted	G	<input type="checkbox"/>	
H	Other Sleeping Accommodation	H	<input type="checkbox"/>	
H1	Other Sleeping Accommodation	H	<input type="checkbox"/>	
J	Further Education	J	<input type="checkbox"/>	
K	Public Buildings	K	<input checked="" type="checkbox"/>	
L	Licensed Premises	L	<input checked="" type="checkbox"/>	
M	Schools	M	<input type="checkbox"/>	
N	Shops	N	<input checked="" type="checkbox"/>	
P	Other Premises Open To The Public	P	<input checked="" type="checkbox"/>	
R	Factories & Warehouses	R	<input type="checkbox"/>	
S	Offices	S	<input checked="" type="checkbox"/>	
T	Other Workplaces	T	<input type="checkbox"/>	

OK Cancel



To see where the VO Codes drop down list will be displayed go to Fire Safety – Insert button - FP Premises Record Card

SLN: L FSEC: L

Licensed Premises

VO: DIVOC - Di's Vo Codes

Secondary use: DIVOC - Di's Vo Codes

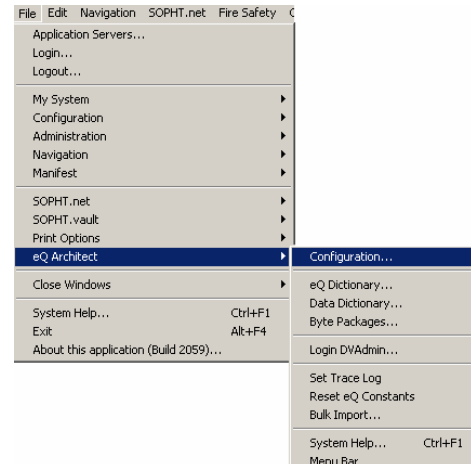
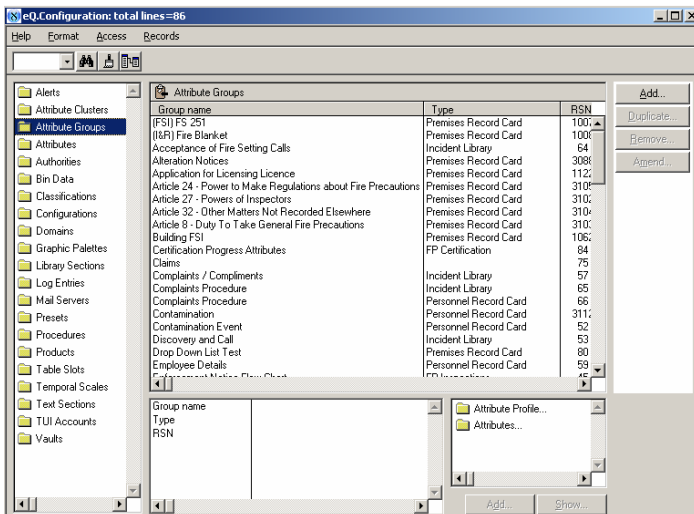
Risk: CR1 - Licensed - Cafe
CR - Licensed - Restaurant
PL1 - Night Club
CL - Public House

Attribute Groups

Attributes are sub-menus that you can set up. You can create an Attribute Group for it to appear in to the Sub-Menu within the Premises Record Card or for it to attach to an Inspection Record. Attribute Groups need to be linked to a integrated Risk Code (FSEC Group) and to an Inspection Type (if it's an Inspection Attribute).

- On Global Navigator
- Click onto File
- Click onto eQ Architect
- Click onto Configuration

eQ Configuration window will appear

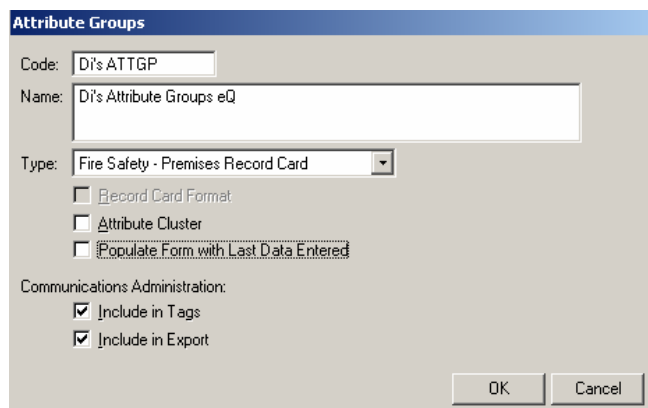


To Add an attribute Group in to the Sub-Menu within the Premises Record Card

- Click onto the Add button



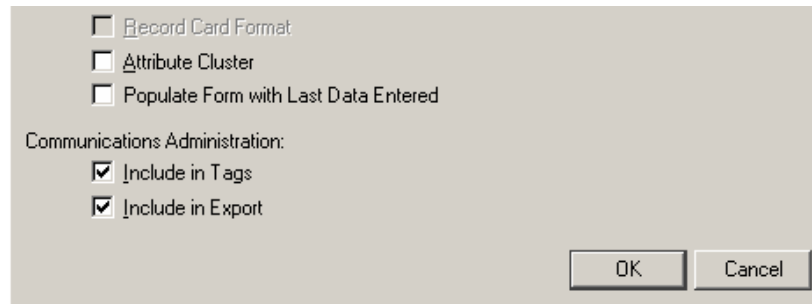
The Attribute Groups window will appear



- Enter a Code
- Enter the name of the Code
- Click onto the Type arrow
- Select one of the options



As you can see there are five options to choose from



☐ Record Card Format
☐ Attribute Cluster
☐ Populate Form with Last Data Entered

Communications Administration:
☒ Include in Tags
☒ Include in Export

OK Cancel

The Record Card Format This option is hard coded so will always be greyed out

The Attribute Cluster An Attribute Cluster is a group of Attribute Groups and in the RRO Audit form each Attribute Group acts as page within a Attribute Cluster, which forms the whole document. You will see on the Record Card not the Attribute Group names but the Cluster name. (go to page 40 more info on Attribute Clusters)

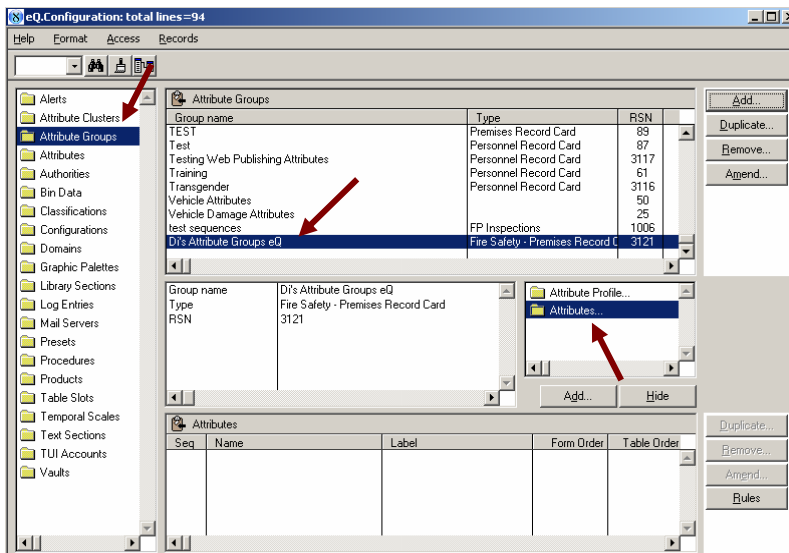
Populate Form with last Data entered This option uses data that has been previously saved.

Include in Tags The “include in tags” tick box will allow the attribute group to appear in the Communications Administration, Template Configuration, (highlight item in window and Tags button should appear) Tags list. This will allow commands to be created that will for example, prompt with a letter to be printed on entry of information into the attribute group.

This function is used to prompt which letters can be printed and when. The tag value is used to set default printing options. Tags will slow the system down and so shouldn't be used unless really necessary

Include in Export The 'Include in Export' checkbox will determine whether the data entered against the attribute group is exported into the word template. When creating the template and selecting which fields are required in the 'Field Selection' window all attributes in the Attribute Group will appear in the 'Available Fields' window off the template entry window.

- Click into the boxes that are appropriate
- Click onto the OK button



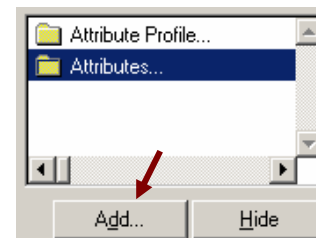
As you can see the Attribute Group has now appeared in the 'Attribute Groups' list

- Click onto your 'Attribute Groups'

The 'Attributes' folder is where you create the columns within the Premises Record Sub Menu

- Click onto the 'Attribute' folder
- Click onto the 'Add' button

The Attribute Details window will appear



- Enter a Code

Attribute Details

Help

Code:

Name:

The Code field is not seen on the form so can just be used to state the order of the Attribute or the order it was

created. It can be left blank.

- Enter a Name

The Name field can also be anything, but generally can be the same as the label

- Click into the Label

Label:

Whatever you enter in this box will appear on the form it can be the same as the name or if you want to make a statement you would enter it in the Label box as shown below.

Occupancy Profile:
Maximum number of persons, in the most highly occupied compartment to be effected by an uncontrolled fire within 30 minutes assuming no evacuation.

- Enter a Post Label

Post label:

The Post Label field will display after the entry field on the form.

To add a descriptive paragraph, select N/A and Text, then type the paragraph into the Label field

The Data type is the field type, for example a Number or a Date, or in the Case of a Title, N/A Char and Entry will give a free text entry box. For this type of field it is necessary to set the max characters. If set to 0 the max characters defaults to a relatively low number which may cause problems, however it should not be set higher than 2000. Entering a Data Type may grey out some of the rest of the form.

- Click on the Data Type arrow
- Select one of the Options
- Click onto the Object Type box arrow
- Select one of the Options

Depending what Profession Type you choose will depend what will be shown in the Profession Attributes drop down list.

- Click onto the Professional Type arrow
- Select one of the options
- Click onto the Professional Attributes arrow
- Select one of the option

The Display box is used to activate any coding



For more details on how to setup the Form Order, width, height etc go to page 15

Within this window you can see that the Heading

Data type is Set to = **N/A**
Object Type = **Sub-Section**
Profession Types = **None**
Profession Attributes = **None**

The rest of the window is greyed out this is because the Data Type is set to N/A

This is how it looks on the form

Part A : Site Assessment (Mandatory)

The 'Attribute Details' window shows the configuration for a new attribute. The 'Name' and 'Label' fields are both set to 'Part A : Site Assessment (Mandatory)'. The 'Data type' is set to 'n/a', which has greyed out the rest of the configuration options. Other visible settings include 'Object type' as 'sub-section', 'Profession Type' as 'None', and 'Profession Attribute' as 'None'. The 'Display text' is empty. The 'Lookup values' section is also empty. The 'Font' is set to 'MS Sans Serif' and 'Font Size' is '8 pt'. The 'Alignment' is 'Left'. The 'Form order' is '1' and 'Tab order' is '0'. The 'Form width' is '0' and 'Tab width' is '0'. The 'Dp' is '0' (for numbers) and 'Height' is '0' (lines). The 'Pixels Before' is '5' and 'Pixels After' is '5'. The 'Advanced...' button is at the bottom left, and 'OK' and 'Cancel' buttons are at the bottom right.

Within this window you can see that the Date and Time

Data type is Set to = **Datetime**
Object Type = **Entry**
Profession Types = **Fire Safety Jobs**
Profession Attributes = **Job Date of Visit**
Display Type = **#D**

This is how it looks on the form

Assessment Date and Time:

23 01 2008 15:47

The 'Attribute Details' window shows the configuration for a new attribute. The 'Name' and 'Label' fields are both set to 'Assessment Date and Time:'. The 'Data type' is set to 'datetime', which has enabled the rest of the configuration options. Other visible settings include 'Object type' as 'entry', 'Profession Type' as 'Fire Safety - Jobs', and 'Profession Attribute' as 'Job Date of Visit'. The 'Display text' is set to '#D'. The 'Lookup values' section is empty. The 'Font' is set to 'MS Sans Serif' and 'Font Size' is '8 pt'. The 'Alignment' is 'Left'. The 'Form order' is '2' and 'Tab order' is '1'. The 'Form width' is '15' and 'Tab width' is '15'. The 'Dp' is '0' (for numbers) and 'Height' is '0' (lines). The 'Pixels Before' is '5' and 'Pixels After' is '5'. The 'Advanced...' button is at the bottom left, and 'OK' and 'Cancel' buttons are at the bottom right.

Within this window you can see that the data automatically entered and mandatory

Data type is Set to = **Char**

Object Type = **Entry**

Profession Types = **Fire Safety Premises**

Profession Attributes = **Gazetteer Organisation**

Within this entry the Mandatory Field has been ticked, this means that this field **MUST** be filled out before you can go onto the next page. The heading will also be in Red.

The Property name; in this case, will automatically look up and insert the address into this field either from the FP Record Card or by the Gazetteer

This is how it looks on the form

Tick the Calculation Field box and other selected Attributes should appear when the 'Setup Calc' button is clicked. This window allows you to select different Attributes and set up Rules for Calculations to be performed on their values.

- To add an Attribute to part of a Calculation
- Click onto the Setup Calc button

- Click onto one of the expressions in the bottom window
- Click onto the red Dot icon
- Click onto the + sign button
- Click onto another expression

Once you have finished

- Click onto the OK button

Within this window you can see that the Calculations

Data type is Set to = **Number**

Object Type = **Entry**

Profession Types = **None**

Profession Attributes = **None**

Calculations Field = **Tick**

This is how it looks on the form

To create 'Look Up Values' that can be selected by Radio buttons or in Drop Down Lists it is necessary to enter each list item in the order you want the to appear in the display Text Fields, separating them with a semi colon. (;) For drop down lists, the first item on the list should always be "Please Select".

Within this window you can see that the drop down menu

Data type is Set to = **Char**

Object Type = **Droplist**

Profession Types = **None**

Profession Attributes = **None**

LookUp Values = **Text to go in the Dropdown List**

This is how it looks on the form

To set up Check boxes on your form

- Click onto the Attribute Group
- Click onto the Attribute folder
- Click onto the Add button

Add...

The Attribute Details window will open

Attribute Details

Help

Code:

Name:

Label:

Post label:

Data type: Profession Type:

Object type: Profession Attribute:

Checked value: Un-Checked value:

Display text:

☐ calculation field

Lookup values:

Font: Font Size:

Alignment:

Form order: Tab order: ☐ Vertical scroll bar ☐ Clear field on amend

Form width: Tab width: ☐ Horizontal scroll bar ☐ Sort by this column

☐ Uppercase entry ☐ Mandatory field

Dp: (for numbers) ☐ Display only

Height: (lines)

Pixels Before: Pixels After:

Set up as many as needed for your form

I have set up four Checkboxes

This is how it looks on the form

Di's Attribute Groups eQ - Page 1 of 1

Date

Di's Column 2

Di's Column 3

Di's Column 4

Di's Column 5

Di's Checkboxes 1 ☐

Di's Checkboxes 2 ☐

Di's Checkboxes 3 ☐

Di's Checkboxes 4 ☐

Attribute Groups

Group name	Type	RSN
Contamination	Personnel Record Card	311
Contamination Event	Personnel Record Card	52
Di's Attribute Cluster	Premises Record Card	312
Di's Attribute Groups eQ	FP Inspections	312
Discovery and Call	Incident Library	53
Drop Down List Test	Premises Record Card	80
Employee Details	Personnel Record Card	59
Enforcement Notice Flow Chart	FP Inspections	45
Equipment Failure Attributes		22
Evaluating the Risks		77

Group name:
Type:
RSN:

Attributes

Seq	Name	Label	Form Order	Table
5783	Di's Attribute Details	Di's Attribute Details	0	
5784	Date	Date	1	
5785	Di's Column 2	Di's Column 2	5	
5786	Di's Column 3	Di's Column 3	10	
5792	Di's column 6 Radio	Radio buttons can be det up he	19	
5787	Di's Column 4	Di's Column 4	15	

Data type is Set to = **Boolean**

Object Type = **Checkbox**

Profession Types = **None**

Profession Attributes = **None**

- Click onto the OK button

Attribute Groups

Group name	Type	RSN
Contamination	Personnel Record Card	311
Contamination Event	Personnel Record Card	52
Di's Attribute Cluster	Premises Record Card	312
Di's Attribute Groups eQ	FP Inspections	312
Discovery and Call	Incident Library	53
Drop Down List Test	Premises Record Card	80
Employee Details	Personnel Record Card	59
Enforcement Notice Flow Chart	FP Inspections	45
Equipment Failure Attributes		22
Evaluating the Risks		77

Group name:
Type:
RSN:

Attributes

Seq	Name	Label	Form Order	Table
5787	Di's Column 4	Di's Column 4	15	
5788	Di's Column 5	Di's Column 5	20	
5794	Di's Checkboxes 1	Di's Checkboxes 1	25	
5795	Di's Checkboxes 2	Di's Checkboxes 2	26	
5796	Di's Checkboxes 3	Di's Checkboxes 3	27	
5797	Di's Checkboxes 4	Di's Checkboxes 4	28	

How to Create Rules

Rules can also be set up to grey out other attributes in the form or auto populate information from one attribute to another.

- Highlight the Attribute Groups submenu window
- Click onto the Attribute Folder
- Click onto the Add button

Add...

Attribute Details

Help

Code: Di 6

Name: Di's column 6 Radio

Label: Radio buttons can be det up here

Post label:

Data type: number Profession Type: None

Object type: radio Profession Attribute: None

Checked value: 0 Un-Checked value: 0

Display text:

☐ calculation field Setup calc

Lookup values: Yes;No

Font: MS Sans Serif Font Size: 8 pt

Alignment: Left

Form order: 10 Tab order: 0 ☐ Vertical scroll bar ☐ Clear field on amend

Form width: 20 Tab width: 0 ☐ Horizontal scroll bar ☐ Sort by this column ☐ Uppercase entry

Dp: 0 (for numbers) ☐ Mandatory field

Height: 0 (lines) ☐ Display only

Pixels Before: 5 Pixels After: 5

Advanced... OK Cancel

You should be back to the Attribute window

- Highlight the Attribute
- Click the Rules button on the right hand side.

Attribute Groups

Group name	Type	RSN
Contamination	Personnel Record Card	3112
Contamination Event	Personnel Record Card	52
Di's Attribute Cluster	Premises Record Card	312
Di's Attribute Groups eQ	FP Inspections	312
Discovery and Call	Incident Library	53
Drop Down List Test	Premises Record Card	80
Employee Details	Personnel Record Card	59
Enforcement Notice Flow Chart	FP Inspections	45
Equipment Failure Attributes		22
Evaluating the Risks		72

Group name: Di's Attribute Groups eQ
Type: FP Inspections
RSN: 3121

Attribute Profile...
Attributes...

Add... Hide

Attributes

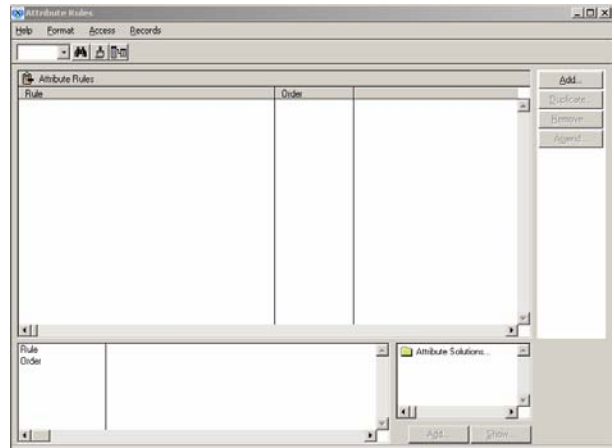
Seq	Name	Label	Form Order	Table
5783	Di's Attribute Details	Di's Attribute Details	0	
5784	Date	Date	1	
5785	Di's Column 2	Di's Column 2	5	
5786	Di's Column 3	Di's Column 3	10	
5787	Di's Column 4	Di's Column 4	15	
5788	Di's Column 5	Di's Column 5	20	

Fill in the Attribute Details

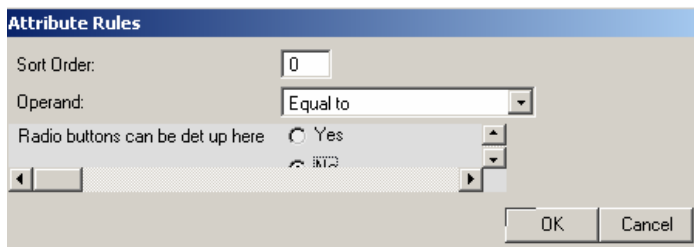
- Add a Code
- Add a Name of the Code
- Enter a Label – if needed
- Set Data Type to = Number
- Set Object Type to = Radio
- LookUp Value = enter Yes;No
- Set up your Form Order and Width
- Click onto the Ok button

Rules

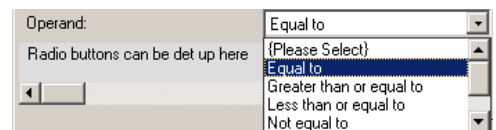
- Click Add button



The Attribute Rules window will appear

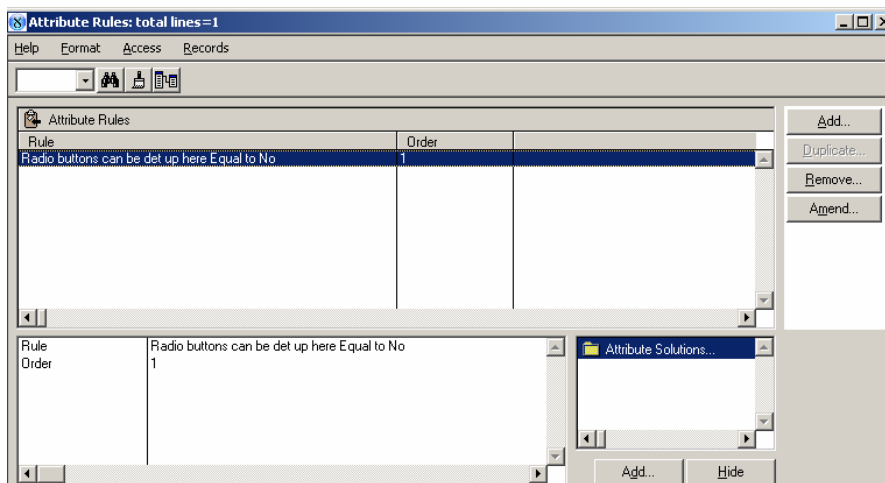


- Click onto the Operand arrow
- Select one of the options

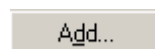


- Click into the Radio button you want the Rule to apply to
- Click onto the OK button

This will bring you back to the Attribute Rules window



- Click onto the Attribute Rule
- Click onto the Attribute Solutions folder
- Click onto the Add button



The Set Attribute Solution For Rule Button window will appear

- Click onto the Target arrow

- Choose an Attribute Group

- Click onto the Target Attribute arrow
- Select the Attribute you want to set the Rule too

Here you can change the Lookup Value and set Characteristics

I have set this Rule to be

- Disabled
- Assign Value

Reason for this is I want the Checkboxes to be greyed out if the value is No

- Click onto the OK button

This is how it looks on the form

As you can see by selectin the 'NO' radio button it has greyed out the Checkbox options

Form Order – order you want the columns

Font: MS Sans Serif Font Size: 8 pt

Alignment: Left

Form order: 0 Tab order: 0

Form width: 35 Tab width: 35

Dp: 0 (for numbers)

Height: 0 (lines)

Pixels Before: 5 Pixels After: 5

Advanced... OK Cancel

The form order field allows you to set a value for each Attribute in the list dependant on where you would like it to appear on the form. On initial Attribute set up it is sensible to allow a space of a few numbers between each field to allow the addition of more

Attributes in the middle of the group at a later date without having to re number every Attribute.

- To remove an Attribute from a Group, set the form order to **0**.
- Form Width sets the Width of the Entry Field.

This should be set to the widest list item for drop down lists but no wider than 35. The standard field size is 12. Do NOT leave this at 0.

- Tab Order – order you want the Tabbing to go

Form height only applies to Character Fields where it is possible to increase the reading window size. Otherwise the default is a single row high.

- Upper case entry tick box

Is for Post Codes and sort by this column is an instruction for the sub menus to sort alphabetically by the attribute selected. Mostly used for Surnames Addresses etc.

☐ Vertical scroll bar ☐ Clear field on amend

☐ Horizontal scroll bar

☐ Sort by this column

☒ Uppercase entry

☐ Mandatory field

☐ Display only



To view the RRO form and see any changes made within the Attribute Groups, go to Fire Safety, FP Premises Records, Search for a Premises, Click on Inspections and Visits Sub Option, Click Add, Select FS Audit Inspection Type, Click Results button. Outside of the Audit Form, Attribute Groups will appear in Blue in the Record Card Submenu.

By setting up the profession type, it identifies the attribute as the last step in the job and therefore when the field is entered it auto closes the job. This could be a final date field, or a "Complete" tick box.

- List of options – make the question Mandatory or a Display Field etc
- Click onto the OK button

Repeat this until you have created all your columns for this 'Attribute Groups' as shown.

The screenshot shows the 'eQ.Configuration: total lines=95' window. It has a menu bar with 'Help', 'Format', 'Access', and 'Records'. On the left is a tree view with folders like 'Alerts', 'Attribute Clusters', 'Attribute Groups', 'Attributes', 'Authorities', 'Bin Data', 'Classifications', 'Configurations', 'Domains', 'Graphic Palettes', 'Library Sections', 'Log Entries', 'Mail Servers', 'Presets', 'Procedures', 'Products', 'Table Slots', 'Temporal Scales', 'Text Sections', 'TUI Accounts', and 'Vaults'. The 'Attribute Groups' folder is selected.

The main area displays a table of 'Attribute Groups' with columns 'Group name', 'Type', and 'RSN'. The table lists various groups like 'Complaints Procedure', 'Complaints Procedure', 'Contamination', 'Contamination Event', 'D's Attribute Cluster', 'D's Attribute Groups eQ', 'Discovery and Call', 'Drop Down List Test', 'Employee Details', and 'Enforcement Notice Flow Chart'. The 'D's Attribute Groups eQ' group is highlighted in blue.

Below the table, there are fields for 'Group name', 'Type', and 'RSN' with values 'D's Attribute Groups eQ', 'Premises Record Card', and '3121' respectively. To the right of these fields is a dropdown menu labeled 'Attribute Profile...' with 'Attributes...' selected.

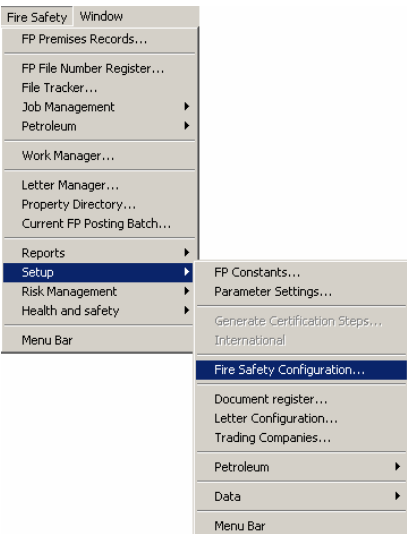
At the bottom, there is a table of 'Attributes' with columns 'Seq', 'Name', 'Label', 'Form Order', and 'Table'. The table lists attributes like 'D's Attribute Details', 'Date', 'D's Column 2', 'D's Column 3', 'D's Column 4', and 'D's Column 5'. The 'D's Column 5' attribute is highlighted in blue.

On the right side of the window, there are buttons for 'Add...', 'Duplicate...', 'Remove...', 'Amend...', and 'Rules'.

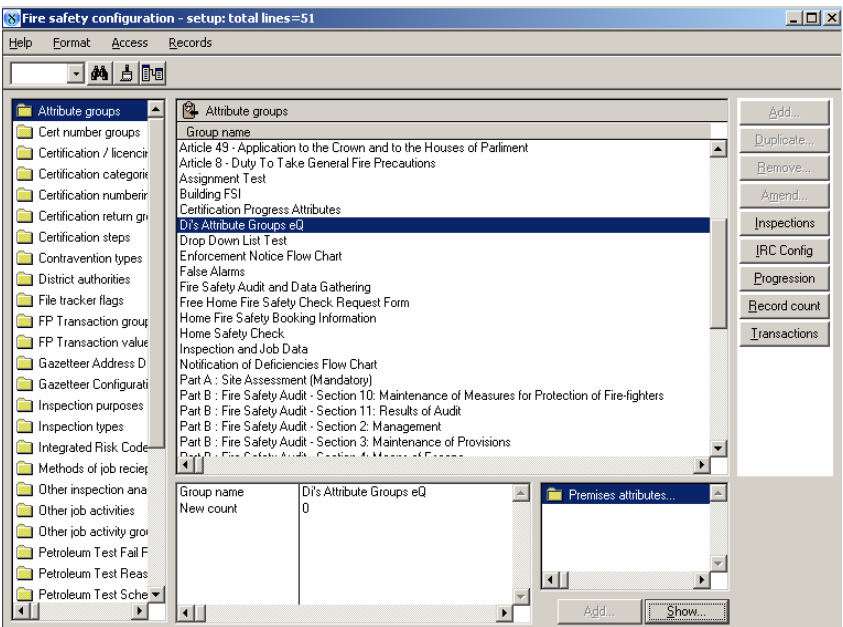
Activate the Attribute within the Sub Menu

To activate the Attribute Groups within the Sub Menu within the FP Premises Record Card or Inspection records

- Click onto 'Fire Safety'
- Scroll down to 'Set Up'
- Scroll over and Click onto 'Fire Safety Configuration'



The Fire Safety Cnfiguration window will appear



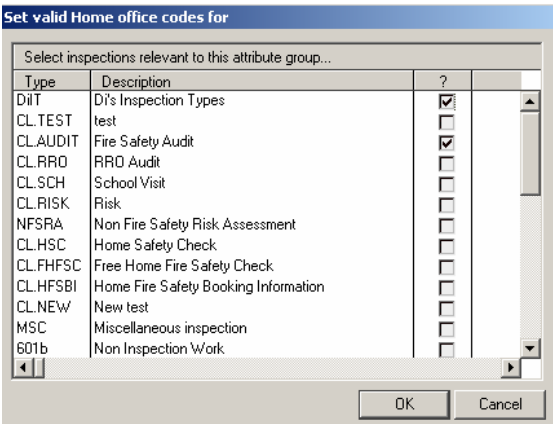
- Click onto the Attribute Groups folder
- Click onto the Attribute Group
- Click onto Inspections button

Inspections

The Inspections window will appear

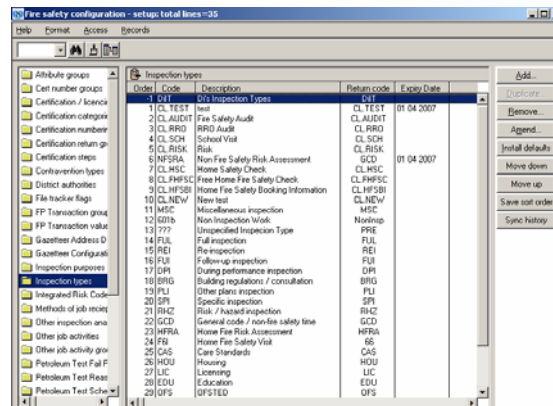
The Inspection type you select in this window is linked to the Attribute Group

- Select the Inspection Type Option(s) that are relevant to your Attribute Group.
- Click onto the OK button

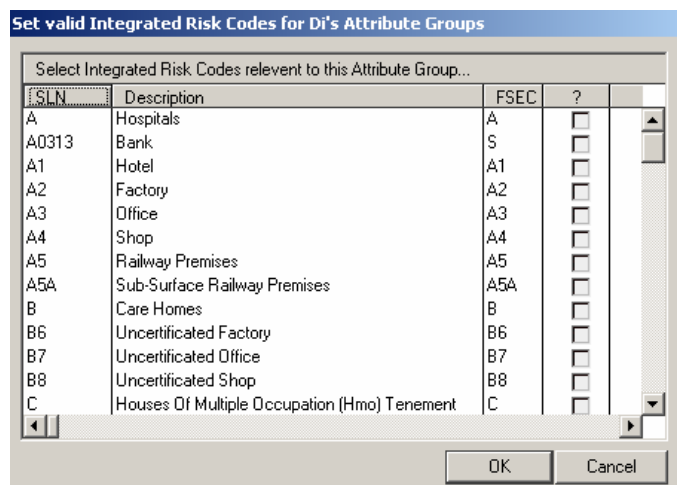




The list that is in this Inspections window is setup in Fire Safety Configuration – Inspection Types folder.



The IRC Config (Integrated Risk Code Configuration) lets you know what type of Premises is linked to your Attribute Group by linking the FSEC code to the Attribute Group. i.e. Hospital, Factory, Shops etc



- Click onto the IRC Config button

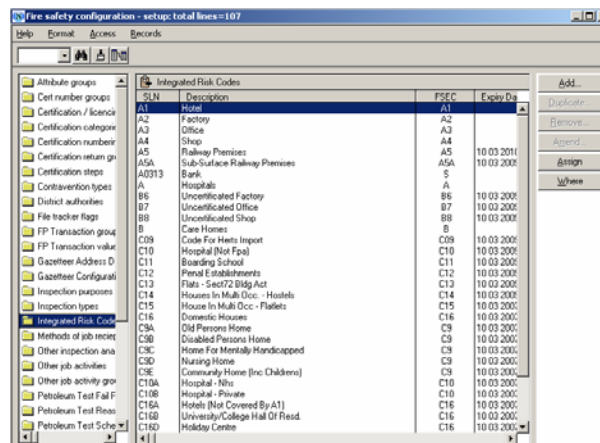
IRC Config

Select a valid Integrated Risk Code that are relevant to your Attribute Group

- Click onto the OK button



To Setup 'IRC Config' go to Fire Safety Configuration – Integrated Risk Codes folder



- Click onto Fire Safety
- Click onto FP Premises Record

Find a Premises

Your Attribute Groups should be in the FP-Premises Record Card Sub-Menu.

The attribute we just created is in 'Green' (Inspection Attributes gives you the ability to view information – Inspection) so you can only view the information under this Attribute

As you can see I have created a form with the

- 1 Date
- 4 Columns
- 2 Radio buttons
- 4 Checkboxes

Even though you have created the outline of the form you will only be able to view (green in the sub menu) the information that has been entered somewhere else within the system. To activate the form (blue in the sub menu) you need to link it to Inspections...



- Blue** – Premises Attributes means that there is a form attached to this Attribute
- Black** – Options that are hard coded by Sophtlogic – here you can add information
- Green** – Inspection Attributes gives you the ability to view information - Inspection

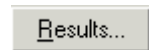
Within the Premises Record Card

- Click onto Inspections and Visits option
- Click onto the Add button

The Inspections and Visits window will appear

Within the Inspection Types box

- Click 'Home Fire Safety Check' option
- Click onto the Results button



You may get a dialog box pop up

- Click the Yes button

The 'Select attribute Groups' window will appear with the Attribute Groups you set up

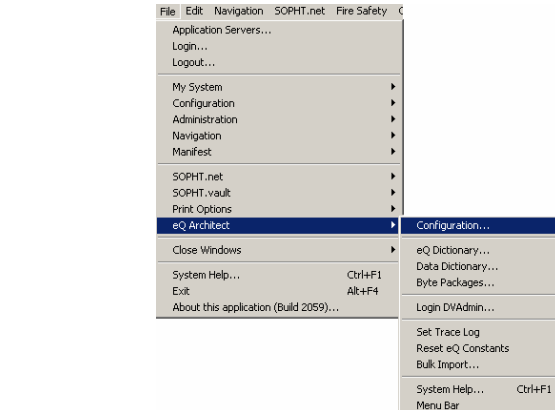
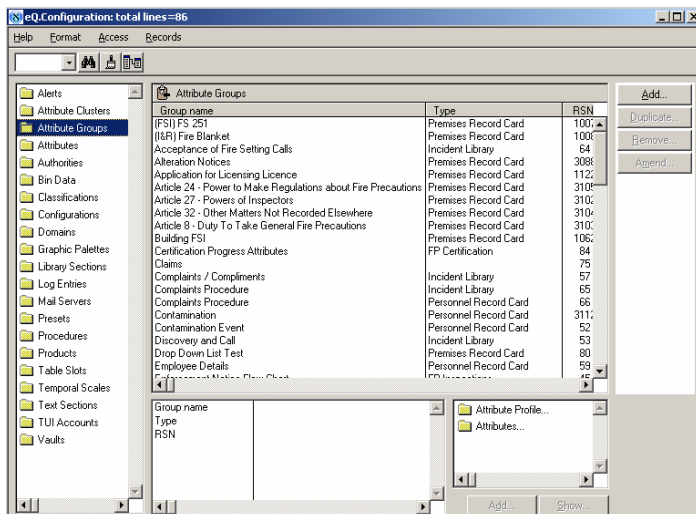
Attribute Cluster

Attributes are linked together to form groups, which make a section of the RRO form for example.

An attribute cluster is a group of attribute groups and in the RRO audit form each group is a page within a cluster which forms the whole document.

- On Global Navigator
- Click onto File
- Click onto eQ Architect
- Click onto Configuration

eQ Configuration window will appear



To Add an Attribute Group in to the Sub-Menu within the Premises Record Card

- Click onto the Add button



The Attribute Groups window will appear

The code field should be left blank, unless creating attribute groups for WAND or Atlantis, in which case the code needs to be "CL."

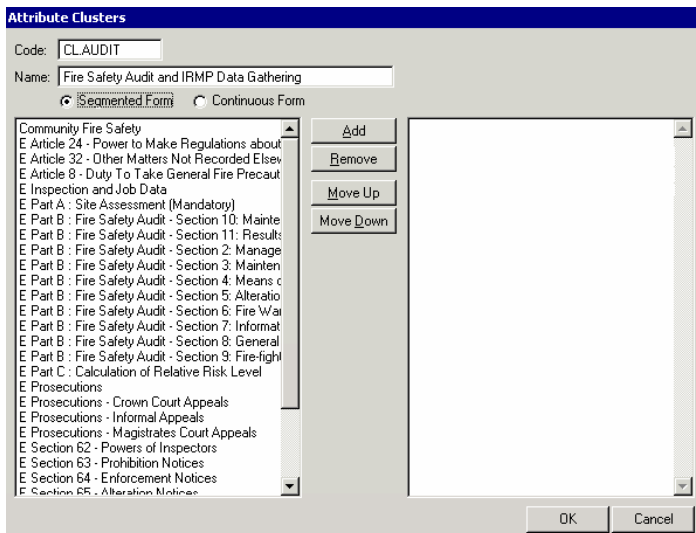
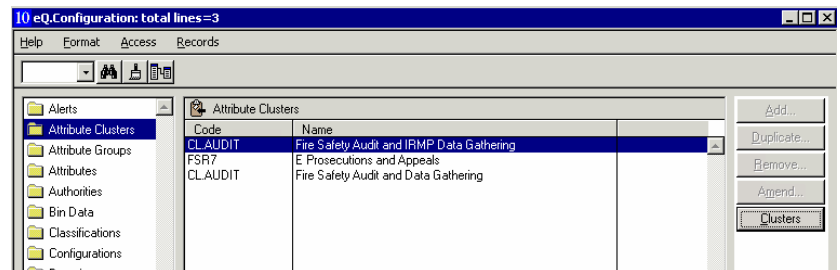
- Enter the name of the group
- Click onto the Type arrow
- Select the module area within the type drop down menu.
- Click onto the Attribute Cluster box
- Click onto the OK button

(It is not possible to add new types without further development work.)

The screenshot shows the 'Attribute Groups' dialog box. It has a title bar 'Attribute Groups'. Inside, there are fields for 'Code:' (containing 'CL AUDIT'), 'Name:' (containing 'Fire Safety Audit and IRMP Data Gathering'), and 'Type:' (a dropdown menu showing 'Fire Safety - Inspections and Visits'). Below these are three checkboxes: 'Record Card Format' (unchecked), 'Attribute Cluster' (checked), and 'Populate Form with Last Data Entered' (unchecked). At the bottom, there is a section 'Communications Administration:' with two checkboxes: 'Include in Tags' (unchecked) and 'Include in Export' (unchecked). At the bottom right are 'OK' and 'Cancel' buttons.

Within the eQ Configuration

- Click onto Attribute Clusters folder
- Click onto the Attribute Cluster
- Click onto the Clusters button



As you can see the Attribute Clusters Groups are listed in the left hand column

To select the groups you want in this Cluster

- Click onto the Attribute Group
- Click onto the Add button

Once you have finished selecting the Attribute Groups

Use the 'Move up' and 'Move down' buttons to put your Attribute Groups in the order you want the Cluster to be read/displayed.

- Click onto the OK button

